

# The Office of Small and Disadvantaged Business Utilization (OSDBU) Marketing Information Package

<b>CONTRACTING WITH DOT .....</b>	<b>3</b>
INTRODUCTION.....	3
Departmental Overview .....	3
<b>DOT OPERATING ADMINISTRATIONS.....</b>	<b>4</b>
Federal Aviation Administration (FAA) .....	4
Federal Highway Administration (FHWA) .....	4
Federal Motor Carrier Safety Administration (FMCSA).....	4
Federal Railroad Administration (FRA) .....	4
National Highway Traffic Safety Administration (NHTSA) .....	5
Research & Innovative Technology Administration (RITA).....	5
Surface Transportation Board (STB).....	5
Pipeline and Hazardous Materials Safety Administration (PHMSA).....	5
Office of the Secretary (OST).....	6
<b>OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU).....</b>	<b>7</b>
Introduction.....	7
OSDBU Mission .....	7
Procurement Assistance Division.....	8
Outreach – Minority Resource Centers (MRC) and the National Information Clearinghouse (NIC) .....	8
<b>MINORITY RESOURCE CENTERS (MRCs).....</b>	<b>9</b>
National Information Clearinghouse (NIC) .....	10
Financial Services - Short Term Loan Program (STLP) .....	10
Global Connectivity .....	10
<b>KEY SMALL BUSINESS CONTACTS .....</b>	<b>12</b>
<b>SIMPLIFIED ACQUISITIONS OFFICERS .....</b>	<b>13</b>
<b>REGULATIONS AND DIRECTIVES GOVERNING DOT ACQUISITIONS .....</b>	<b>14</b>
The objectives of the FAR, TAR and TAM .....	14
Federal Business Opportunities (FedBizOpps).....	15
Procurement Forecast.....	15
Central Contractor Registration (CCR) System .....	15
Competition Advocates .....	15
Senior Procurement Executive.....	16
Federal Supply Schedule .....	16
Federal Financial Assistance Programs for State and Local Transportation Agencies - DBE .	17
Small Business Innovation Research (SBIR) Program.....	17
Eligibility Requirements.....	17
Subcontracting Opportunities (reference FAR Subpart 19.7) .....	18
Small Business Preferential Contracting Programs .....	18
Women-Owned Business Program.....	18
Veteran's Business Development Program .....	21
<b>THE DOT DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM.....</b>	<b>22</b>
The DOT Disadvantaged Business Enterprise (DBE) Program.....	22
SAFETEA-LU TITLE 1 – Federal Aid Highways .....	24
Disadvantaged Business Enterprise (DBE) Program Provision in the Airport and Airway Improvement Act (AAIA) of 1992 .....	25
DBE Provisions - Sections 505(d) and 511(a)(17) and (h) .....	25
State Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE) Liaison and Certification Officers.....	27
Railroad Administration DBE Program Contacts .....	37
<b>DOT SHORT TERM LOAN PROGRAM (STLP) .....</b>	<b>38</b>
DOT Short Term Lending Program.....	38
Frequently Asked Questions about the DOT Short Term Loan Program .....	39
Short Term Loan Program (STLP) Participating Banks.....	41
<b>TECHNICAL ASSISTANCE SOURCES.....</b>	<b>42</b>

Department of Commerce - Minority Business Development Centers (MBDC) .....	42
Minority Business Development Centers (MBDC) .....	42
DOD Procurement Technical Assistance Program .....	46
<b>OSDBU DIRECTORS .....</b>	<b>47</b>
www.osdbu.gov .....	47
Other Independent Agencies .....	48
Miscellaneous Agencies .....	49
Small Business Administration's (SBA), Procurement Center Representatives (PCR) .....	50
Frequently Asked Questions of the U.S. Department of Transportation (DOT) Office of Small and Disadvantaged Business Utilization (OSDBU) .....	52
<b>RELATED INTERNET SITES .....</b>	<b>54</b>
North American Industry Classification System .....	54
Federal Acquisition Regulations (FAR) .....	54
Small Business Administration (SBA) .....	54

# CONTRACTING WITH DOT

## INTRODUCTION

### Departmental Overview

The United States Department of Transportation (DOT) was formed in April 1967 and consists of the Office of the Secretary as well as the following Operating Administrations primarily representing the various transportation modes:

- Federal Aviation Administration (FAA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- Maritime Administration (MARAD)
- National Highway Traffic Safety Administration (NHTSA)
- Research and Innovative Technology Administration (RITA)
- Saint Lawrence Seaway Development Corporation (SLSDC)
- Surface Transportation Board (STB)
- Pipeline and Hazardous Materials Safety Administration (PHMSA)
- Office of the Secretary (OST)

The Department serves as the focal point in the Federal Government for a coordinated national transportation policy. It is responsible for transportation safety improvements and enforcement, international transportation agreements and the continuity of transportation services in the public interest. The Department also prepares and proposes all legislation relating to transportation, coordinates transportation issues with other concerned agencies, and provides technical assistance to the states and cities in support of transportation programs and objectives.

Through the various Operating Administrations, which comprise the Department, equipment and services are acquired to fulfill mission objectives and funds are disbursed to the states and municipal authorities for transportation purposes.

The Department has almost 60,000 employees, located throughout the world. These include specialists in many areas such as air traffic control, highway engineering, rail safety, hazardous materials, automobile, boat, and truck safety, and program administration.



## **DOT OPERATING ADMINISTRATIONS**

### **Federal Aviation Administration (FAA)**

The Federal Aviation Administration (FAA) oversees the safety of civil aviation. The safety mission of the FAA is first and foremost and includes the issuance and enforcement of regulations and standards related to the manufacture, operation, certification and maintenance of aircraft. The agency is responsible for the rating and certification of airmen and for certification of airports serving air carriers. It also regulates a program to protect the security of civil aviation, and enforces regulations under the Hazardous Materials Transportation Act for shipments by air. The FAA, which operates a network of airport towers, air route traffic control centers, and flight service stations, develops air traffic rules, allocates the use of airspace, and provides for the security control of air traffic to meet national defense requirements. Other responsibilities include the construction or installation of visual and electronic aids to air navigation and promotion of aviation safety internationally. The FAA, which regulates and encourages the U.S. commercial space transportation industry, also licenses commercial space launch facilities and private sector launches.

### **Federal Highway Administration (FHWA)**

The Federal Highway Administration (FHWA) coordinates highway transportation programs in cooperation with states and other partners to enhance the country's safety, economic vitality, quality of life, and the environment. Major program areas include the Federal-Aid Highway Program, which provides federal financial assistance to the States to construct and improve the National Highway System, urban and rural roads, and bridges. This program provides funds for general improvements and development of safe highways and roads. The Federal Lands Highway Program provides access to and within national forests, national parks, Indian reservations and other public lands by preparing plans and contracts, supervising construction facilities, and conducting bridge inspections and surveys. The FHWA also manages a comprehensive research, development, and technology program.

### **Federal Motor Carrier Safety Administration (FMCSA)**

The Federal Motor Carrier Safety Administration was established within the Department of Transportation on January 1, 2000, pursuant to the Motor Carrier Safety Improvement Act of 1999 [Public Law No. 106-159, 113 Stat. 1748 (December 9, 1999)]. Formerly a part of the Federal Highway Administration, the Federal Motor Carrier Safety Administration's primary mission is to prevent commercial motor vehicle-related fatalities and injuries. Administration activities contribute to ensuring safety in motor carrier operations through strong enforcement of safety regulations, targeting high-risk carriers and commercial motor vehicle drivers; improving safety information systems and commercial motor vehicle technologies; strengthening commercial motor vehicle equipment and operating standards; and increasing safety awareness. To accomplish these activities, the Administration works with Federal, state, and local enforcement agencies, the motor carrier industry, labor safety interest groups, and others.

### **Federal Railroad Administration (FRA)**

The Federal Railroad Administration (FRA) promotes safe and environmentally sound rail transportation. With the responsibility of ensuring railroad safety throughout the nation, the FRA employs safety inspectors to monitor railroad compliance with federally mandated safety standards including track maintenance, inspection standards and operating practices. The FRA conducts research and development tests to evaluate projects in support of its safety mission and to enhance the railroad system as a national transportation resource. Public education campaigns on highway-rail grade crossing safety and the danger of trespassing on rail property are also administered by FRA.

### **Federal Transit Administration (FTA)**

The Federal Transit Administration (FTA) assists in developing improved mass transportation system for cities and communities nationwide. Through its grant programs, FTA helps plan, build, and operate transit systems with convenience, cost and accessibility in mind. While buses and rail vehicles are the most common type of public transportation, other kinds include commuter ferryboats, trolleys, inclined railways, subways, and people movers. In providing financial, technical and planning assistance, the agency provides leadership and resources for safe and technologically advanced local transit systems while assisting in the development of local and regional traffic reduction. The FTA maintains the National Transit library (NTL), a repository of reports, documents, and data generated by professionals and others from around the country.



The NTL is designed to facilitate document sharing among people interested in transit and transit related topics.

### **Maritime Administration (MARAD)**

The Maritime Administration (MARAD) promotes development and maintenance of an adequate, well-balanced, United States merchant marine, sufficient to carry the Nation's domestic waterborne commerce and a substantial portion of its waterborne foreign commerce, and capable of serving as a naval and military auxiliary in time of war or national emergency. MARAD also seeks to ensure that the United States enjoys adequate shipbuilding and repair service, efficient ports, effective intermodal water and land transportation systems, and reserve shipping capacity in time of national emergency.

### **National Highway Traffic Safety Administration (NHTSA)**

The National Highway Traffic Safety Administration (NHTSA) is responsible for reducing deaths, injuries and economic losses resulting from motor vehicle crashes. NHTSA sets and enforces safety performance standards for motor vehicles and equipment, and through grants to state and local governments enables them to conduct effective local highway safety programs. NHTSA investigates safety defects in motor vehicles, sets and enforces fuel economy standards, helps states and local communities reduce the threats of drunk drivers and promote the use of safety belts, child safety seats and air bags, investigates odometer fraud, establishes and enforces vehicle anti-theft regulations and provides consumer information on motor vehicle safety topics. Research on driver behavior and traffic safety is conducted by NHTSA to develop the most efficient and effective means of bringing about safety improvements. A toll-free Auto Safety Hotline, 1-888-DASH-2-DOT, furnishes consumers with a wide range of auto safety information. Callers also can help identify safety problems in motor vehicles, tires and automotive equipment such as child safety seats.

### **Research & Innovative Technology Administration (RITA)**

The Research & Innovative Technology Administration (RITA) is an agency whose mission is to identify and facilitate solutions to the challenges and opportunities facing America's transportation system. RITA's focus is to promote transportation research that will foster the use of innovative technology. RITA includes the Volpe National Transportation Center, an organization dedicated to enhancing the effectiveness, efficiency, and responsiveness of other Federal organizations with critical transportation-related functions and missions. With responsibility for research policy and technology sharing, the agency partners with national and international organizations and universities. RITA also includes the Bureau of Transportation Statistics, the Transportation Safety Institute and the University Transportation.

### **Surface Transportation Board (STB)\***

The STB is an economic regulatory agency that Congress charged with the fundamental missions of resolving railroad rate and service disputes and reviewing proposed railroad mergers. The STB is decisionally independent, although it is administratively affiliated with the U.S. Department of Transportation. It was created in the Interstate Commerce Commission Termination Act of 1995 and is the successor agency to the Interstate Commerce Commission.

The agency has jurisdiction over railroad rate and service issues and rail restructuring transactions (mergers, line sales, line construction, and line abandonment's); certain trucking company, moving van, and non-contiguous ocean shipping company rate matters; certain intercity passenger bus company structure, financial, and operational matters; and rates and services of certain pipelines not regulated by the Federal Energy Regulatory Commission.

### **Pipeline and Hazardous Materials Safety Administration (PHMSA)**

The Pipeline and Hazardous Materials Safety Administration (PHMSA) oversees the safety of more than 800,000 daily shipments of hazardous materials in the United States and 64 percent of the nation's energy that is transported by pipelines. PHMSA is dedicated solely to safety by working toward the elimination of transportation-related deaths and injuries in hazardous materials and pipeline transportation, and by promoting transportation solutions that enhance communities and protect the natural environment.

---

\* Procurement for this agency is carried out by the Office of the Secretary (OST).



## **Office of the Secretary (OST)**

The Office of the Secretary (OST) oversees the formulation of national transportation policy and promotes intermodal transportation. Other responsibilities range from negotiation and implementation of international transportation agreements, assuring the fitness of US airlines, enforcing airline consumer protection regulations, issuance of regulations to prevent alcohol and illegal drug misuse in transportation systems and preparing transportation legislation.



# OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

## Introduction

The Department established the Office of Small and Disadvantaged Business Utilization (OSDBU) in accordance with Public Law 95-507, an amendment to the Small Business Act and the Small Business Investment Act of 1958. Also, in accordance with 49 U.S.C., DOT has established within the OSDBU, the Minority Business Resource Center to design and implement programs to encourage, promote and assist small disadvantaged businesses in obtaining transportation-related contracts and subcontracts.

DOT's Small and Disadvantaged Business Program is designed to ensure that small businesses (including veteran-owned, service-disabled veteran-owned, HUBZone, disadvantaged and women-owned businesses) have an equitable opportunity to participate in DOT's procurement programs and that they receive a fair share of the resulting contract awards. The status of a business entity as "small" is determined by criteria established for each industry by the Small Business Administration (SBA) size standards as published in the regulation of the SBA (Title 13, C.F.R. Part 121).

In keeping with national policy, DOT works closely with the Department of Commerce, Minority Business Development Agency on minority business matters and with the SBA in assisting small firms owned and controlled by socially and economically disadvantaged individuals. DOT also has a Memorandum of Understanding (MOU) with the SBA pledging to work together to increase the participation of women-owned small businesses (WOSB) in prime and subcontracting opportunities at DOT.

DOT also works with recipients of DOT funds (primarily state and local transportation agencies) to ensure that disadvantaged business enterprises certified pursuant to 49 C.F.R. 26 have an equitable opportunity to participate in DOT funded contracts and subcontracts. DOT and the Small Business Administration have a Memorandum of Understanding on "Reciprocal Procedures for Expediting the Certification Requirements of SBA Regulations (13 C.F.R. part 124) and DOT Regulations (49 C.F.R. parts 23 and 26)." This MOU can be viewed on the OSDBU website at:  
<https://68.166.41.196/OSDBUPrograms/DBEProgram/MOUwithSBAonDBESDBCertification/tabid/135/Default.aspx>

## OSDBU Mission

The Office of Small and Disadvantaged Business Utilization (OSDBU) works:

- To ensure that small and disadvantaged business policies and goals of the Secretary of Transportation are developed and implemented in a fair, efficient and effective manner to serve small and disadvantaged businesses throughout DOT and the country.
- To implement DOT's activities on behalf of small businesses, businesses owned and controlled by disadvantaged persons and firms, in accordance with Section 8, 15 and 31 of the Small Business Act (SBA), as amended.
- To provide opportunities, technical assistance, and financial services to the small and disadvantaged business community.



## **Procurement Assistance Division**

OSDBU's advocacy role includes a wide range of responsibilities and programs that are directed at ensuring small businesses (including veteran-owned, service-disabled veteran-owned, HUBZone, disadvantaged and women-owned businesses) participate in the Department's direct procurement and Federal financial assistance programs. OSDBU is committed to ensuring that all small businesses, including those cited above, have an equitable opportunity to participate in DOT's procurement programs and that they receive a fair share of the resulting contract awards at the Federal, state and local levels.

Programs and initiatives under the advocacy line of business include: implementing and monitoring the DOT's goals for small, disadvantaged, women-owned, veteran-owned, service-disabled veteran-owned and HUBZone small businesses under the Procurement Preference Goals Program and the SBA 8(a) Program, Small Business Set-aside Program, Subcontracting Program, Small Business Innovation Research (SBIR) Program, Women Business Enterprise Program, HUBZone Empowerment Contracting Program, Veteran's Business Development Program, Research & Development Goaling Program, Annual Minority Business Development Program (MBDA- 91), Advanced Procurement Planning (P.L. 100-656/Section 501), Assist SBA/PCR in analyzing procurements for 8(a) & Small Business Set-asides, Small Business Competitiveness Demonstration Program, Review/Comment/Implement Procurement Policies and Legislation, Assist Firms on Prompt Payment Act Requirements and Rural Area Business Enterprise Development Plan, Counseling Businesses, Mediating and Resolving Sensitive Procurement Related Issues.

Also under the advocacy line of business is the Disadvantaged Business Enterprise (DBE) program. In 1983, Congress enacted the first DBE statutory provision. This provision required the Department to ensure that at least 10% of the funds authorized for the highway and transit financial assistance programs be expended with DBEs. Primarily three major DOT operating administrations are involved in the DBE program. They are the Federal Highway Administration, the Federal Aviation Administration and the Federal Transit Administration. The DOT DBE program is carried out by state and local transportation agencies under the rules and guidelines in the Code of Federal Regulations, Title 49, Part 26. Among other things, the DOT DBE regulations require recipients of DOT Federal financial assistance, namely, state and local transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibility of DBE firms to participate in their DOT-assisted contracts.

## **Outreach – Minority Resource Centers (MRC) and the National Information Clearinghouse (NIC)**

One of OSDBU's highest priorities is to provide consistent, sustained energy and direction in its outreach activities. OSDBU undertakes a variety of initiatives designed to provide information on marketing a business to DOT and its grantees and recipients, transportation-related procurement opportunities, Federal regulations, certifications and much more. Several key initiatives include:





## MINORITY RESOURCE CENTERS (MRCs)

The Office of Small and Disadvantaged Business Utilization (OSDBU) has entered into partnership agreements with chambers of commerce, trade associations to implement local minority resource centers in order to offer a comprehensive delivery system that targets services toward small Disadvantaged Businesses Enterprises (DBEs).

The primary objectives of OSDBU's MRCs are: 1) to seek an increase in the number of small and disadvantaged businesses that enter into transportation-related contracts, 2) to increase the number of firms that receive working capital through DOT's financial assistance programs, 3) to increase the number of businesses participating in hands-on training that is related to specific disciplines required for obtaining contracts and 4) to utilize OSDBU's National Information Clearinghouse (NIC) for outreach and contract information. The Minority Resource Centers offer services such as, Market Research, Business Training, Counseling, Technical Assistance, and financial services for transportation related projects.

The MRC's mission is to provide the following services to small and disadvantaged businesses, including minority and women-owned businesses:

1. Disseminate information on contracting and subcontracting opportunities related to the various transportation modes in the United States.
2. Assist in obtaining financial services.
3. Design and carry out technical assistance programs to encourage entrepreneurship and participation in DOT and DOT funded contracts and subcontracts.
4. Disseminate information on financial services to assist with DOT and DOT funded contracts and subcontracts.
5. Coordinate with other federal, state and local programs designed to provide financial assistance, and other forms of assistance to minority entrepreneurs and businesses.

The U.S. Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU), has selected the following community-based organizations to operate as Minority Resource Centers (MRCs).

**Southeast Minority Resource Center**  
**The Greater Atlanta Economic Alliance**  
**(Atlanta Alliance)**

Joe Jackson, President/CEO  
George Galloway, Project Director  
230 Peachtree Street, Suite 530  
Atlanta, GA 30303  
Ph: (404) 530-5567 Fax: (404) 762-3775  
Toll Free: 1-866-827-9322  
Email: [joejackson@alliance4u.org](mailto:joejackson@alliance4u.org)

**Midwest Minority Resource Center**  
**DWS & Co., Inc**

David W. Stokes, President & CEO  
Truesillia Shank, Project Director  
4222 West Capital Dr., Suite 314a

Milwaukee, WI 53216-2500  
Ph: (414) 447-9737 Fax: (414) 444-0797  
Toll Free: 1-866-750-7830  
Email: [truth@dwscompany.com](mailto:truth@dwscompany.com)

**Northwest Minority Resource Center**  
**William M. Factory Small Business**  
**Incubator**

Tim Strege, Executive Director  
709 Broadway  
Tacoma, WA 98402  
Ph: (253) 272-0068 Fax: (253) 572-5714  
Toll Free: 1-866-368-5627  
Email: [tim@williamfactory.com](mailto:tim@williamfactory.com)  
Email: [alan@williamfactory.com](mailto:alan@williamfactory.com)



## **National Information Clearinghouse (NIC)**

The DOT's OSDBU operates a National Information Clearinghouse (NIC). The NIC serves as a central point of contact for the dissemination of program and procurement information, procurement forecasts, forms, data, public laws, orders and other similar information of interest to the small business community.

The NIC's customer service representatives respond to inquiries and questions received through the MRC hotline via a dedicated toll-free number — (800) 532- 1169 — by written correspondence or by e-mail in the feedback section of the OSDBU website at <http://osdbu.dot.gov>.

For specific requests that require the assistance of small business specialists, the NIC customer service representatives will transfer calls to one of the OSDBU business specialists with the appropriate expertise. If a specialist is not immediately available, NIC will make every effort to respond to that inquiry within one business day. OSDBU business specialists provide counseling on a variety of issues including how to market DOT for contracting opportunities; how to become certified under the DOT Disadvantaged Business Enterprise (DBE) program; the basic procedures of Government contracting; and providing appropriate points of contact at the Federal, state and local levels. Moreover, business specialists address inquiries on OSDBU programs including Minority Resource Centers, (MRCs) and the Short Term Loan Program (STLP). OSDBU business specialists are committed to responding to inquiries with courteous and prompt service within one business day.

The OSDBU website <http://osdbu.dot.gov> is available 24 hours a day, 7 days a week. The information OSDBU provides on its website is continually updated.

## **Transportation Marketplace Conferences**

OSDBU sponsors Transportation Marketplace Conferences that brings together representatives from DOT agencies. The conferences bring together OSDBU officials, representatives from DOT agencies, prime contractors, city and state officials, administrators and procurement and technical officials. OSDBU included DOT agencies at the state and local levels to participate to enable small and small disadvantaged business entrepreneurs to network with Government officials to learn about the Federal, state and local contracting process.

## **Financial Services - Short Term Loan Program (STLP)**

Many disadvantaged and women-owned business enterprises that are qualified to perform transportation-related contracts have experienced difficulty in obtaining short term working capital. In response, the DOT'S Short Term Lending Program (STLP) was developed by the OSDBU to offer small, women-owned and disadvantaged business enterprises the opportunity to obtain short-term working capital at a variable interest rate for transportation-related projects. The STLP provides revolving lines of credit to finance accounts receivable arising from transportation-related contracts. The primary collateral consists of the proceeds of the contracts. Borrowing under the lines of credit are to meet the short term costs of performing the contract(s) being financed.

## **Global Connectivity**

OSDBU focuses on the efficient management of resources to provide the highest level of customer service. The Department's strategic plan emphasizes a "ONE DOT" management concept, projecting the melding of a unified DOT, capable of acting as an integrated, purposeful leader to optimize transportation efficiency and effectiveness.

OSDBU is committed to using all its organizational resources to accomplish the ultimate purpose of "ONE DOT" — to build a transportation system that is "international in reach, intermodal in form, intelligent in character and inclusive in nature." Also, at each of its headquarters and field procurement offices, DOT has one or more small business specialists. All proposed procurements are reviewed for the participation of small businesses (including veteran-owned, service-disabled veteran-owned, HUBZone and women-owned businesses). Specific procurements are set aside exclusively for small business competition. Small firms are also included on the bidder's list of each competitive solicitation.



All small firms interested in doing business with DOT are encouraged to utilize the assistance and services offered by the headquarters' small business specialists and the Simplified Acquisition Procedure Offices listed further in this document.

For more information, contact the DOT OSDBU at:

Department of Transportation  
Office of Small and Disadvantaged  
Business Utilization (OSDBU)(S-40)  
400 Seventh St., S.W., Room 9414  
Washington, DC 20590  
Phone: (800) 532-1169  
Website: <http://osdbu.dot.gov>



## KEY SMALL BUSINESS CONTACTS

### Federal Aviation Administration (FAA)

Inez Williams and/or Mr. Fred Dendy  
800 Independence Ave., S.W.,  
Room 715 Washington, DC 20591  
Phone: (202) 267-8881  
E-mail: [inez.williams@faa.dot.gov](mailto:inez.williams@faa.dot.gov)  
E-mail: [fred.dendy@faa.dot.gov](mailto:fred.dendy@faa.dot.gov)

Deborah Hemphill  
800 Independence Ave., S.W., Room 715  
Washington, DC 20591  
Phone: 202-267-7087  
E-mail: [Deborah.hemphill@faa.gov](mailto:Deborah.hemphill@faa.gov)

### Federal Highway Administration (FHWA)

Frank Waltos  
400 Seventh St., S.W., Room 4404  
Washington, DC 20590  
Phone: (202) 366-4205  
E-mail: [frank.waltos@fhwa.dot.gov](mailto:frank.waltos@fhwa.dot.gov)

### Federal Motor Carrier Safety Administration (FMCSA)

Cecilia Royster, Director, Acquisition  
Management Division  
400 Seventh St., S.W., Room 8302A  
Washington, DC 20590  
Phone: (202) 385-2300  
E-mail: [cecilia.royster@dot.gov](mailto:cecilia.royster@dot.gov)

### Federal Railroad Administration (FRA)

Illona Williams  
Director, Office of Acquisition and Grants  
Services (RAD-30)  
1120 Vermont Ave., Room 6125  
Washington, DC. 20005  
Phone: (202) 493-6130  
E-mail: [illona.williams@fra.dot.gov](mailto:illona.williams@fra.dot.gov)

### Federal Transit Administration (FTA)

Dale Johnson 400 Seventh St., S.W., Room 9101  
Washington, DC 20590  
Phone: (202) 366-2512  
E-mail: [dale.johnson@fta.dot.gov](mailto:dale.johnson@fta.dot.gov)

### Maritime Administration (MARAD)

Rita Thomas  
400 Seventh St., S.W., Room 7310  
Washington, DC 20590  
Phone: (202) 366-2802  
E-mail: [rita.thomas@dot.gov](mailto:rita.thomas@dot.gov)

### Research and Innovative Technology Administration (RITA)

Cyndy Blackmon  
Room 5106

400 7th Street, S.W.  
Washington, D. C. 20590  
Phone: (202) 366-4968  
E-mail: [cyndy.blackmon@dot.gov](mailto:cyndy.blackmon@dot.gov)

### Pipeline and Hazardous Materials Safety Administration (PHMSA)

Nauman Ansari  
400 7th Street, S.W.  
Washington, D. C. 20590  
Phone: (202) 366-5313  
E-mail: [nauman.ansari@dot.gov](mailto:nauman.ansari@dot.gov)

### Research and Innovative Technology Administration (RITA/VOLPE)

Kristen-Loggis-Pedroli  
Acquisition Management Division, DTS-85  
Volpe National Transportation Systems Ctr.  
55 Broadway  
Cambridge, MA 02142  
Phone: (617) 494-2389  
E-mail: [Kristen.laggis-pedrolli@volpe.dot.gov](mailto:Kristen.laggis-pedrolli@volpe.dot.gov)

### National Highway Traffic Safety Administration (NHTSA)

Lloyd Blackwell  
400 Seventh St., S.W., Room 5301  
Washington, DC 20590  
Phone: (202) 366-9564  
E-mail: [Lloyd.blackwell@nhtsa.dot.gov](mailto:Lloyd.blackwell@nhtsa.dot.gov)

### Office of the Secretary (OST)

Cyndy Blackmon  
400 Seventh St., S.W., Room 5106  
Washington, DC 20590  
Phone: (202) 366-4968  
E-mail: [cyndy.blackmon@dot.gov](mailto:cyndy.blackmon@dot.gov)

### Saint Lawrence Seaway Development Corporation (SLSDC)

Linda M. Harding  
P. O. Box 520  
Massena, NY 13662  
Phone: (315) 764-3244  
E-mail: [linda.harding@sls.dot.gov](mailto:linda.harding@sls.dot.gov)

### SBIR Program Office (RITA)

Joseph Hanebury, DOT SBIR Program Director  
VOLPE National Transportation System Ctr.  
55 Broadway, Kendall Square  
Cambridge, MA 02142  
Phone: (617) 494-2051  
E-mail: [Henebury@volpe.dot.gov](mailto:Henebury@volpe.dot.gov)



## SIMPLIFIED ACQUISITIONS OFFICERS

### **Federal Highway Administration (FHWA)**

Stephanie Curtis  
400 Seventh St., SW., Room 4410  
Washington, DC 20590  
Phone: (202) 366-6014  
E-mail: [stephanie.curtis@dot.gov](mailto:stephanie.curtis@dot.gov)

### **Federal Motor Carrier Safety Administration (FMCSA)**

Cecelia Royster, Director, Acquisition Management Division  
400 Seventh St., S.W., Room 8302A  
Washington, DC 20590  
Phone: (202) 385-2300  
E-mail: [cecelia.royster@dot.gov](mailto:cecelia.royster@dot.gov)

### **Federal Railroad Administration (FRA)**

Dana Hicks, RAD-30  
1120 Vermont Ave., N.W., Sixth Floor  
Washington, DC 20005  
Phone: (202) 493-6131  
E-mail: [dana.hicks@dot.gov](mailto:dana.hicks@dot.gov)

### **Federal Transit Administration (FTA)**

Darren L. Brown  
400 Seventh St., S.W., Room 9101  
Washington, DC 20590  
Phone: (202) 366-8922  
E-mail: [darren.brwon@dot.gov](mailto:darren.brwon@dot.gov)

### **Maritime Administration (MARAD)**

Iris Cooper, MAR 380  
Officer of Acquisition  
400 Seventh St., S.W., Room 7310  
Washington, DC 20590  
Phone: (202) 366-5757  
E-mail: [iris.cooper@dot.gov](mailto:iris.cooper@dot.gov)

### **Pipeline and Hazardous Materials Safety**

Nauman Ansari  
Room 7118  
400 7th Street, S.W.  
Washington, D. C. 20590  
Phone: (202) 366-5313  
E-mail: [Nauman.ansari@dot.gov](mailto:Nauman.ansari@dot.gov)

### **National Highway Traffic Safety Administration (NHTSA)**

Janice Flemming, NAD-30  
400 Seventh St., SW., Room 5301  
Washington, DC 20590  
Phone: (202) 366-9564  
E-mail: [janice.flemming@dot.gov](mailto:janice.flemming@dot.gov)

### **Office of the Secretary (OST)**

Phaedra Johnson  
400 Seventh St., SW., Room 5106  
Washington, DC 20590  
Phone: (202) 366-0742  
E-mail: [phaedra.johnson@dot.gov](mailto:phaedra.johnson@dot.gov)

### **Research and Special Programs Administration (RSPA)**

Orrin Cook, DTS-852  
Building #4, Room 2-295  
Kendall Square  
Cambridge, MA 02142  
Phone: (617) 494-2593  
E-mail: [orrin.cook@dot.gov](mailto:orrin.cook@dot.gov)

### **Saint Lawrence Seaway Development Corporation (SLDC)**

Teresa Wethington  
180 Andrews St.  
P.O. Box 520  
Massena, NY 13662-0520  
Phone: (315) 764-3252  
E-mail: [teresa.wethington@sls.dot.gov](mailto:teresa.wethington@sls.dot.gov)

### **Research and Innovative Technology Programs (RITA/VOLPE)**

Volpe National Transportation Systems Center  
Kristen Laggis-Pedroli  
55 Broadway  
Cambridge, MA 02142  
Phone: (617) 494-2389  
E-mail: [kristen.laggis-pedroli@ca.dot.gov](mailto:kristen.laggis-pedroli@ca.dot.gov)



## REGULATIONS AND DIRECTIVES GOVERNING DOT ACQUISITIONS

DOT's contracting activities, except for the FAA are governed by the following regulations and procedures:

***The Federal Acquisition Regulation (FAR).*** The FAR is codified as Chapter 1 of Title 48, Code of Federal Regulations. The FAR implements various statutes and regulations and other directives such as OMB Circulars pertaining to Federal acquisitions. The FAR is accessible on the web at Acquisitions Central, <http://www.acquisition.gov/>.

***The Transportation Acquisition Regulation (TAR).*** The TAR is codified as Chapter 12 of Title 48, Code of Federal Regulations. The TAR is written and issued by the Office of the Senior Procurement Executive (SPE), OST. It implements and supplements the FAR and other statutes and directives peculiar to DOT. The TAR is accessible on the web at <http://www.dot.gov/ost/m60/tamtar/tar.htm>.

***The Transportation Acquisition Manual (TAM).*** The TAM also is written by the SPE. It contains policy and procedures internal to DOT which must be utilized by the DOT contracting activities in conjunction with the TAR and FAR. The TAM is not codified but is accessible on the web at <http://www.dot.gov/ost/m60/earl/tam.htm>.

**The objectives of the FAR, TAR and TAM are to:**

- Assure the efficient and effective expenditure of Government funds.
- Optimize the opportunity for attainment of program objectives.
- Obtain adequate and effective competition in the acquisition of goods and services.
- Assure impartial, equitable, and thorough evaluation of bids and proposals and other information received.
- Select the best proposal(s).
- Negotiate fair and reasonable contracts giving appropriate consideration to work to be performed, schedule, and cost.
- Achieve effective administration of contracts in accordance with the statements of work and terms and conditions.

Paper copies of the FAR may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402, telephone (202) 512-1800.

***Acquisition Management System (AMS).*** Since April 1996 FAA operates under a separate Acquisition Management System ([AMS](#)). Public Law 104-50, Section 348 exempts the FAA from the FAR, Small Business Act and Brooks Act.



## Federal Business Opportunities (FedBizOpps)

Federal Business Opportunities (FedBizOpps) is a web-based system for posting solicitations and other procurement-related documents to the Internet. FedBiz Opps was designated by the Federal Acquisition Regulation as the mandatory "Governmentwide point of entry (GPE)" effective October 1, 2001, for posting of Government business opportunities greater than \$25,000, including synopses of proposed contract actions, solicitations, and associated information, and subcontracting opportunity notices.

FedBiz Opps allows contract specialists to post synopses and other procurement documents, such as solicitations, amendments, and award notifications to a common index. This index allows vendors to search databases containing information from many federal agencies. Vendors may also subscribe to FedBizOpps to receive daily e-mail notifications of requirements sorted by selected organizations and product service classifications, or by solicitation number.

FedBiz Opps can also be accessed at [www.fbo.gov](http://www.fbo.gov)

## Procurement Forecast

While most DOT contracting opportunities are advertised in FedBizOpps prior to solicitation, prospective contractors are encouraged to develop a general awareness of DOT's program and acquisition requirements. The Department publishes its annual *Procurement Forecast* which announces anticipated contracting opportunities for that fiscal year.

The *Procurement Forecast* is available via the Internet at the OSDDBU website at [http://osdbu.dot.gov/osdbu\\_services/Procurement/forecast.cfm](http://osdbu.dot.gov/osdbu_services/Procurement/forecast.cfm).

## Central Contractor Registration (CCR) System

The Central Contractor Registration (CCR) is the primary vendor database for the U.S. Federal Government. The CCR collects, validates, stores and disseminates data in support of agency acquisition missions.

Both current and potential government vendors are required to register in CCR in order to be awarded contracts by the government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

CCR validates the vendor's information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with government procurement and electronic business systems.

Please note that any information provided in your registration may be shared with authorized government offices. Registration does not, however, guarantee business with the government.

The CCR program is located at: <http://www.ccr.gov>.

## Competition Advocates

(Reference FAR Subpart 6.5)

The Secretary has appointed a Senior Competition Advocate to promote the acquisition of commercial items; promote full and open competition; and challenge requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics. This Advocate role is also to challenge barriers to the acquisition of commercial items, and full and open competition, such as unnecessarily restrictive statements of work, unnecessarily detailed specifications and unnecessarily burdensome contract clauses. Each of the Operating Administrations have also appointed Competition Advocates.

*The Department's Senior Competition Advocate is:*

Assistant Secretary for Administration  
Department of Transportation  
Office of the Secretary (M-1)  
400 7th St., SW, Room 10314



Washington, DC 20590  
Telephone: (202) 366-2332

### **Senior Procurement Executive** (Reference FAR Subpart 2.1)

The DOT Senior Procurement Executive (SPE) carries out those acquisitions related authorities and functions assigned to the "head of the agency" or "agency head" in the FAR, with the authority to redelegate and authorize successive redelegations of those duties, except as prescribed by the Secretary of Transportation, or specifically limited by statute, Executive Order, or regulation. The SPE includes these delegations in the TAR and TAM, as appropriate.

#### **Office of the Senior Procurement Executive (M-60)**

400 Seventh Street S.W., Room 7101  
Washington, DC 20590  
Telephone: (202) 366-4263

### **Federal Supply Schedule** (Reference FAR Subpart 8.4)

Prior to initiating acquisitions from commercial sources, the Contracting Officer must determine whether or not the required supplies or services are available from a Federal Supply Schedule (Schedule) established by the General Services Administration (GSA) or as a common stock item at a GSA supply depot. The GSA negotiates the contract with the vendors and vendor products, services pricing and terms and conditions are made available in the Schedule.

The Schedule is available to all Government agencies to use as a procurement vehicle. This can result in a streamlined procurement process for both vendors and government agencies because instead of negotiating individual contracts with various agencies, vendors can negotiate a contract to get on the GSA Schedule and then the vendors can market the contract as a procurement tool for all government agencies. Over the years, the GSA Schedule contract has become a very important contractual vehicle for Government procurement, bringing thousands of Federal customers and vendors together.

Firms interested in doing business as a Federal Supply Services contractor should contact the Washington, D.C. area GSA Business Service Center at (202) 708- 5804, (202) 501-1021 or at <http://www.gsa.gov/>  
<http://www.fss.gsa.gov/>





## **Federal Financial Assistance Programs for State and Local Transportation Agencies - DBE**

The Department, through its Operating Administrations, has joined in cooperative ventures with state and local governments and the private sector to furnish transportation facilities, and to create a better transportation system. This spirit of cooperation and intermodal transportation development has been fostered by the many grant and assistance programs administered by the Department and carried out by the recipient-partners.

Through these programs, the Department distributes billions of dollars each year to help finance thousands of projects across the country for highway construction, mass transit and airport facilities. DOT regulations require recipients of DOT Federal Financial Assistance to develop a Disadvantaged Business Enterprise (DBE) Program in accordance with the 49 CFR 26. You can access information and obtain contacts for the DBE program on the OSDBU web site at: <http://osdbu.dot.gov>.

## **Small Business Innovation Research (SBIR) Program**

The Small Business Innovation Development Act of 1982 (P.L. 97-219), reauthorizing legislation (P.L. 99-443) and P.L. 102-564 (Small Business Research and Development Act), seeks to encourage the initiative of the private sector and to use small business as effectively as possible in meeting Federal research and development objectives. On December 15, 2000, Congress reauthorized the program by P.L. 106-554. To comply with the statutory obligations of the Act, DOT has established a SBIR Program which conforms to guidelines and regulations provided by the Small Business Administration. Annually, small businesses are solicited to submit innovative research proposals that address high priority requirements of the Department and have potential for commercialization. The DOT SBIR Program is a three-phase process:

Phase I: The conduct of feasibility-related experimental or theoretical research or Research and Development (R&D) efforts on specified research topics. The dollar value of the proposal should not exceed \$100,000 and the period of performance may be up to six months. The primary basis for award will be the scientific and technical merit of the proposal and its relevance to DOT requirements. (Only Phase I awardees are eligible to participate in Phase II)

Phase II: This phase is the principal research or R&D effort having a period of performance of approximately two years with a dollar value of up to \$750,000. DOT will accept Phase II proposals under the SBIR Program only from firms which have previously received a DOT Phase I award. Awards would be based upon the results achieved in Phase I, the technical merit of the Phase II proposals, potential for commercialization and commitment for follow-on funding from non- federal sources for Phase III.

Phase III: This phase is to be conducted by the small businesses with non- Federal funds to pursue commercial applications of the research or R&D funded in Phases I and II by the Department. Phase III may also involve follow-on non-SBIR funded contracts with components of DOT for products or processes for use by the Government.

### **Eligibility Requirements**

Small businesses must meet certain eligibility criteria to participate in the SBIR program:

- American-owned and independently operated
- For-Profit
- Principal researcher employed by business
- Company site limited to under 500 employees

For more information, contact:

DOT/SBIR Program Office, RTV-1A  
U.S. Department of Transportation  
Research & Innovative Technology Administration (RITA)  
Joseph Henebury, DOT SBIR Program Director  
Volpe National Transportation Systems Center (VOLPE)  
55 Broadway, Kendall Square



Cambridge, MA 02142-1093  
Phone: (617) 494-2051  
Fax: (617) 494-2497  
E-mail: [henebury@volpe.dot.gov](mailto:henebury@volpe.dot.gov)

## **Subcontracting Opportunities**

(reference FAR Subpart 19.7)

Recognizing that small firms often do not have the capability to perform as a prime contractor on certain large contracts, DOT promotes the involvement of small business at the subcontract level. Special contract clauses which require the prime contractor to maximize small and minority business subcontracting opportunities are included in large DOT prime contracts in accordance with Public Law 95-507. Small and disadvantaged business firms are encouraged to identify their capabilities to major prime contractors. Businesses are encouraged to review FAR 19.7 and view the Subcontracting section of the OSDBUMRC website at:

[http://osdbu.dot.gov/osdbu\\_services/procurement/subcontracting\\_program.cfm](http://osdbu.dot.gov/osdbu_services/procurement/subcontracting_program.cfm)

## **Small Business Preferential Contracting Programs**

Preferential contracting was first authorized by the Small Business Act of 1953, which set up the Small Business Administration (SBA) to aid and counsel small businesses and to ensure that small firms receive a fair share of Government contracts. Amendments such as Public Law 95- 507 have significantly expanded and strengthened Federal Government contract and subcontract opportunities for small and disadvantaged businesses. The various regulations pertaining to programs provided under the Act, as amended, are generally found in FAR Part 19.

Small business firms, especially newly formed organizations, are encouraged to contact their nearest SBA office for assistance and to learn of the many programs and opportunities that are available to them. These include contracting and technical assistance as well as financial and management assistance. Inquiries may also be addressed to the Small Business Administration (SBA), 409 Third Street S.W., Washington, D.C. 20416. You may contact SBA toll-free at (800) 827-5722.

The U.S. Government Purchasing and Sales Directory published by the SBA lists major Federal purchasing offices, including the military services, summarizing what they buy, and provides useful information on selling to the Government. This publication may be purchased from the Superintendent of Documents, Government Printing Office, Washington D.C. 20402, telephone (202) 512-1800.

## **Women-Owned Business Program**

The Women-Owned Business Program was designed to promote the growth of woman-owned businesses through programs that (a) address business training and technical assistance, and (b) provide access to credit and capital, federal contracts, and international trade opportunities.

Ms. Pat Hodge serves as the Department of Transportation's (DOT) OSDBU Women's Business Advocate and works in partnership with the women-business advocates appointed in DOT's Operating Administrations (OAs). The women-business advocates serve as direct liaisons to the women-owned business community and work closely with each OA procurement office and program offices to consider women-owned small businesses for all procurement opportunities. They also work to raise the visibility of women-owned businesses in day-to-day procurement activities and also closely monitor the OA achievement of their women-owned business goals.

Pat Hodge  
U.S. Department of Transportation  
Office of Small and Disadvantaged Business Utilization  
400 7th Street, SW  
Room 9410  
Washington, DC 20590

Telephone: (202) 366-1930  
Fax: (202) 366-7538  
Email: [pat.hodge@dot.gov](mailto:pat.hodge@dot.gov)



## Women Procurement Assistance Committee (WPAC)

DOT has established a Women's Procurement Assistance Committee (WPAC) through the OSDBU. The purpose of the WPAC is to promote, coordinate and monitor DOT procurement plans and programs towards continued achievement of the five percent procurement goal in its direct contracting activities. The Committee provides forums, workshops and best practices in order to contribute to the growth and economic development of women. In addition, the Committee enhances awareness of women-owned businesses and works to ensure that WOSB are afforded the opportunity to participate as both prime and subcontractors on transportation-related contracts. Women business owners may contact the below listed WPAC representatives for assistance in marketing your good and services to DOT.

### WPAC Committee Members

OST Pat Hodge, Chair 202 366-1930 pat.hodge@dot.gov

OST Cynthia Blackmon 202 366-4968 cyndy.Blackmon@dot.gov

FAA Deborah Himphill 202 267-7087 deborah.himphill@faa.gov

FAA Inez Williams 202-267-8881 inez.williams@faa.gov

FAA Fred Dendy 202-267-7454 fred.dendy@faa.gov

FHWA Frank Waltos 202 366-4205 frank.waltos@fhwa.dot.gov

NHTSA Lloyd Blackwell 202 366-9564 lloyd.blackwell@nhtsa.dot.gov

FRA Dana Hicks 202 493-6131 dana.hicks@fra.dot.gov

FTA Melissa Angermeler 202 366-2512 melissa.Angermeir@fta.dot.gov

FTA Ledra Post 202-366-2000 ledra.post@dot.gov

PHMSA Blenda Perez 202 366-4429 blenda.perez@rspa.dot.gov

PHMSA Laura Birkhimer 202 366-6986 lura.brkhimer@rspa.dot.gov

MARAD Rita Thomas 202 366-2802 rita.thomas@marad.dot.gov

MCSA Doreen Starkes 202 385-2314 doreen.starkes@fmcsa.dot.gov

RITA Kimberly Webb 202 366-4948 kimberly.webb@bts.dot.gov

RITA Stacy Murphy 202 366-4948 stacy.murphy@bts.dot.gov

SLSDC Linda Harding 315 764-3244 linda.harding@slsdc.dot.gov

### Other Women-Owned Business Programs

SBA's Women-Owned Business Program was designed to promote the growth of woman-owned businesses through programs that (a) address business training and technical assistance, and (b) provide access to credit and capital, federal contracts, and international trade opportunities.

SBA's Office of Women's Ownership (OWBO) is at the forefront of helping women start and build successful businesses. You can learn more about them on the SBA web site at: <http://www.sba.gov/ed/wbo/index.html>.

SBA also provides assistance through the Online Women's Business Center at <http://www.onlinewbc.gov> you may also want to check <http://www.womenbizrelief.com>.

The U.S. Women's Chamber of Commerce - Guide to Women Contractors <http://www.sblink.us/html/uswcc-gov-con-launch.aspx> provides one convenient, authenticated source for women-owned firms.





## **Veteran's Business Development Program**

(reference FAR subpart 19.14)

Veteran and Service Disabled Veteran Owned Small Business

The Veterans Benefit Act of 2003 (15 U.S.C. 657f) created the procurement program for small business concerns owned and controlled by service-disabled veterans (commonly referred to as the "Service-Disabled Veteran-owned Small Business (SDVOSB) Procurement Program"). The purpose of the Service-Disabled Veteran-Owned Small Business Program is to provide Federal contracting assistance to service-disabled veteran-owned small business concerns. The Act also requires that Federal contracting agencies establish and achieve a participation goal of 3% of the total value of all prime contract and sub-contract awards for each fiscal year for small businesses owned and controlled by veterans with service-connected disabilities. FAR - Part 19.14

### **Service Disabled Veteran-Owned Small Business (SDVOSB) Program Strategy**

Executive Order 13360 Service Disabled Veterans requires federal agencies to develop and implement comprehensive strategies to strengthen opportunities in Federal contracting and subcontracting for service-disabled veteran owned small businesses (SDVOSB). The Executive order requires agencies to designate a senior level official to be responsible for developing and implementing the agency's SDVOSB strategy and to provide annual reports to the Small Business Administration (SBA) on its implementation.

The SDVOSB strategy is implemented under the leadership of the Office of Small and Disadvantaged Business Utilization (OSDBU). To help DOT develop a department-wide strategy for implementing the SDVOSB program OSDBU established an SDVOSB Task Force comprised of all the Operating Administrations. Specifically, OSDBU's strategy focuses on providing consultation services, training, networking opportunities, and technical assistance to SDVOSB.

All DOT prime contractors subject to submission of a small business subcontracting plan are encouraged to adopt the statutory SDVOSB goal of 3% as part of their subcontracting programs. DOT prime contractors are also encouraged to attend SDVOSB outreach events and to consider establishing SDVOSB teaming arrangements. The OSDBU will monitor DOT prime contractors' compliance with SBA and through the government-wide Electronic Subcontracting System (eSRS).

To find out more about the Government's SDVOSB program visit: <http://www.sba.gov/GC/indexprograms-vets.html>.

**Frequently Asked Questions** - <http://www.sba.gov/GC/FAQs-mar2005.pdf>



# THE DOT DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

## The DOT Disadvantaged Business Enterprise (DBE) Program

### Background

The Department of Transportation (DOT) has had in effect for more than 20 years a policy of helping small businesses owned and controlled by socially and economically disadvantaged individuals, including minorities and women, in participating in contracting opportunities created by DOT financial assistance programs. The Department, through its Operating Administrations, distributes in excess of \$2 billion annually to help finance thousands of projects across the country. Approximately 85% of the assistance dollars is for construction. The major portion of the construction funds is allocated to State highway and transportation agencies for highway construction. The balance is provided to local public transit and airport authorities for mass transit and airport facilities.

In 1983, Congress enacted the first disadvantaged business enterprise (DBE) statutory provision. This provision required the Department to ensure that at least 10% of the funds authorized for the highway and transit Federal financial assistance programs be expended with DBEs. In 1987, Congress re-authorized and amended the statutory DBE program. In the transportation legislation of that year, Congress, among other changes, added women to the groups presumed to be disadvantaged. Since 1987 DOT has established a single DBE goal, encompassing both firms owned by women and minority group members.

Primarily three major DOT operating administrations are involved in the DBE program. They are the Federal Highway Administration, the Federal Aviation Administration and the Federal Transit Administration. The DOT DBE program is carried out by state and local transportation agencies under the rules and guidelines in the Code of Federal Regulations. ([Title 49, Part 26](#)). The FAA also maintains a separate DBE program for concessions in airports under ([Title 49, Part 23](#)).

### How the Program Works

Among other things, DOT DBE regulations require recipients of DOT [Federal financial assistance](#), namely, state and local transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibility of DBE firms to participate in their DOT-assisted contracts.

Each DOT-assisted State and local transportation agency is required to establish narrowly-tailored DBE goals. Then these DOT-assisted agencies evaluate their DOT-assisted contracts throughout the year and establish contract specific DBE subcontracting goals where these goals are needed to ensure nondiscrimination in federally-assisted procurements. The level of DBE subcontracting goals may vary from their approved DBE goal however, at the end of the year the amount of contract/subcontract awards to DBEs should be consistent with the overall goal.

In order for small disadvantaged firms, including those owned by minorities and women, to participate in the DOT-assisted contracts of State and local transportation agencies they must apply for and receive certification as a DBE. To be certified as a DBE, a firm must be a small business owned and controlled by socially and economically disadvantaged individuals. Recipients get information about firms through on-site visits, personal interviews, reviews of licenses, stock ownership, equipment, bonding capacity, work completed, resume of principal owners, financial capacity, and type of work preferred. More information on certification can be obtained from the recipients' DBE Certification Officers located in this Section. The Office of Civil rights receives and processes DBE appeals regarding certification decisions made by US DOT Grant Recipients.

State Departments of Highways and Transportation (SDH&T) receive supportive services funds from the Federal Highway Administration to help increase DBE participation in Federal-aid highway contracts. The SDH&T may decide to use the funds inhouse to provide the supportive services or hire consultants. Supportive services whether done by the State agency or consultants help DBE's to compete in winning contracts. The services include research and development, training and on site-technical assistance, business management assistance, estimating assistance, and assistance in obtaining necessary financing and bonding.

The Civil Rights Offices and individuals listed below are responsible for their respective Office or Operating Administration's (OA) Disadvantaged Business Enterprise (DBE) program.

- For general information about the DBE regulations/rule: Office of the General Counsel, 202-366-9310 (Bob Ashby)



- For information on DBE certification appeals: Departmental Office of Civil Rights, 202-366-5992 (Joe Austin).
- For information on programs to assist small and disadvantaged business: Office of Small and Disadvantaged Business Utilization, (OSDBU), (800) 532-1169 ext.61930 or 202-366-1930 (Jerry Franco or Art Jackson)
- For information on the DBE program in specific operating administrations:
  - Federal Highway Administration (FHWA) Office of Civil Rights - 202-366-6753 (Charles Klemstine) or Office of Chief Counsel 202-366-1346 (JoAnne Robinson)
  - Federal Transit Administration (FTA) Office of Civil Rights 202-366-6718 (David Solomon); or Office of Chief Counsel, 202-366-4011 ( Scheryl Portee)
  - Federal Aviation Administration (FAA) Office of Civil Rights - 202-267-3259 (Michael Freilich) or Office of Chief Counsel (Frank Sanmartin)
- You may also contact the [FTA](#), [FAA](#), or [FHWA](#) field office that serves your area.

If you want to report an allegation of fraud, waste, abuse, or mismanagement Contact the Office of Inspector General (OIG) Hot Line 1-800-424- 9071 (toll free) or 202-366-1461 (toll).



**SAFETEA-LU**  
**TITLE 1 – Federal Aid Highways**

**Subtitle A – Authorization of Programs**

**SEC 1101. AUTHORIZATION OF APPROPRIATIONS**

(b) Disadvantaged Business Enterprises.--

(1) Definitions.--In this subsection, the following definitions apply:

(A) Small business concern.--The term "small business concern" has the meaning that term has under section 3 of the Small Business Act (15 U.S.C. 632), except that the term shall not include any concern or group of concerns controlled by the same socially and economically disadvantaged individual or individuals which has average annual gross receipts over the preceding 3 fiscal years in excess of \$19,570,000, as adjusted annually by the Secretary for inflation.

(B) Socially and economically disadvantaged individuals.--The term "socially and economically disadvantaged individuals" has the meaning that term has under section 8(d) of the Small Business Act (15 U.S.C. 637(d)) and relevant subcontracting regulations issued pursuant to that Act, except that women shall be presumed to be socially and economically disadvantaged individuals for purposes of this subsection.

(2) General rule.--Except to the extent that the Secretary determines otherwise, not less than 10 percent of the amounts made available for any program under titles I, III, and V of this Act and section 403 of title 23, United States Code, shall be expended through small business concerns owned and controlled by socially and economically disadvantaged individuals.

(3) Annual listing of disadvantaged business enterprises.--Each State shall annually--

(A) survey and compile a list of the small business concerns referred to in paragraph (1) and the location of the concerns in the State; and

(B) notify the Secretary, in writing, of the percentage of the concerns that are controlled by women, by socially and economically disadvantaged individuals (other than women), and by individuals who are women and are otherwise socially and economically disadvantaged individuals.

(4) Uniform certification.--The Secretary shall establish minimum uniform criteria for State governments to use in certifying whether a concern qualifies for purposes of this subsection. The minimum uniform criteria shall include, but not be limited to, on-site visits, personal interviews, licenses, analysis of stock ownership, listing of equipment, analysis of bonding capacity, listing of work completed, resume of principal owners, financial capacity, and type of work preferred.

(5) Compliance with court orders.--Nothing in this subsection limits the eligibility of an entity or person to receive funds made available under titles I, III, and V of this Act and section 403 of title 23, United States Code, if the entity or person is prevented, in whole or in part, from complying with paragraph (1) because a Federal court issues a final order in which the court finds that the requirement of paragraph (1), or the program established under paragraph (1), is unconstitutional.





## **Disadvantaged Business Enterprise (DBE) Program Provision in the Airport and Airway Improvement Act (AAIA) of 1992**

### **DBE Provisions - Sections 505(d) and 511(a)(17) and (h)**

#### **Section 505(d). Disadvantaged Business Enterprises.**

(1) GENERAL RULE. Except to the extent that the Secretary determines otherwise, not less than 10 percent of the amounts made available under subsection (a) in a fiscal year beginning after September 30, 1987, shall be expended with small business concerns owned and controlled by socially and economically disadvantaged individuals.

(2) DEFINITIONS. For purposes of this subsection:

(a.) SMALL BUSINESS CONCERN. The term "small business concern" has the meaning such term has under section 3 of the Small Business Act (15 U.S.C. 632); except that such term shall not include any concern or group of concerns controlled by the same socially and economically disadvantaged individual or individuals which has average annual gross receipts over the preceding 3 fiscal years in excess of \$16,015,000, as adjusted by the Secretary for inflation.

(b.) SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS. The term "socially and economically disadvantaged individuals" has the meaning such term has under section 8(d) of the Small Business Act (15 U.S.C. 637(d)) and relevant subcontracting regulations promulgated pursuant thereto; except that women shall be presumed to be socially and economically disadvantaged for purposes of this subsection.

(3) ANNUAL LISTING OF DISADVANTAGED BUSINESS ENTERPRISES. State or airport sponsor shall annually survey and compile a list of the small business concerns referred to in paragraph (1) and the location of such concerns in the State.

(4) UNIFORM CERTIFICATION. The Secretary shall establish minimum uniform criteria for State governments and airport sponsors to use in certifying whether a concern qualifies for purposes of this subsection. Such minimum uniform criteria shall include but not be limited to on- site visits, personal interviews, licenses, analysis of stock ownership, listing of equipment, analysis of bonding capacity, listing of work completed, resume of principal owners, financial capacity, and type of work preferred. [49 U.S.C. App. 2204]

#### **Section 511(a)(17)**

The airport owner or operator will take such action as may be necessary to ensure that, to the maximum extent practicable, at least 10 percent of all businesses at the airport which sell food, beverages, printed materials, or other consumer products or which provide ground transportation, baggage carts, automobile rentals, or other consumer services to the public are small business concerns (as defined by the Secretary by regulation) owned and controlled by socially and economically disadvantaged individuals (as defined under section 505(d)(2XB)).

#### **Section 511(h)(b)Administration of DBE Assurance.**

(1) MANAGEMENT CONTRACTS. In administering subsection (a)(17) of this section, an airport owner or operator is authorized to meet the overall percentage goal established under such subsection by including businesses operated through management contracts and subcontracts. The dollar amount of a management contract and subcontract with a DBE firm shall be added to the total of DBE participation in airport concessions and to the base from which the airport's overall percentage goal is calculated. The dollar amount of management contracts and subcontracts with non-DBE firms and the gross revenues of business activities to which management contracts and subcontracts pertain shall not be added to this base.

(2) PURCHASE OF GOODS AND SERVICES. Except as provided in subsection (h)(3), an airport owner or operator may meet the overall percentage goal established under subsection (a)(17) of this section by including the purchase from DBEs of goods or services used in businesses conducted on the airport, provided that good faith efforts shall be made by the airport owner or operator and the businesses conducted on the airport to explore all available options to achieve, to the maximum extent practical, compliance with such goal through direct ownership arrangements, including, but not limited to, joint ventures and franchises.

(3) PROVISION FOR CAR RENTAL FIRMS.



(a.) In complying with subsection (a)(17) of this section, an airport owner or operator shall include the revenues of car rental firms on the airport in the base from which the overall percentage goal set forth in such subsection is calculated.

(b.) An airport owner or operator may require a car rental firm to meet any requirement imposed under subsection (a)(17) of this section through the purchase or lease of goods or services from DBE's. In the event an airport owner or operator requires the purchase or lease of goods or services from DBE's, a car rental firm shall be permitted to meet such requirement by including purchases or leases of vehicles from any vendor that qualifies as a small business concern (as defined by the Secretary by regulation) owned and controlled by socially and economically disadvantaged individuals (as defined under section 505(d)(2)(B)).

(c.) Nothing in this subsection or subsection (a)(17) of this section shall require a car rental firm to change its corporate structure to provide for direct ownership arrangements in order to meet the requirements of such subsection or subsection (a)(17).

#### (4) GENERAL PROVISIONS.

(a.) Nothing in this subsection or subsection (a)(17) shall preempt any State or local law, regulation, or policy enacted by the governing body of an airport owner or operator, or the authority of any State or local government or airport owner or operator to adopt or enforce any law, regulation, or policy relating to DBE's.

(b.) An airport owner or operator shall be permitted to afford opportunities for small business concerns owned and controlled by socially and economically disadvantaged individuals to participate through direct contractual agreement with such concerns.

(5) EXCLUSION OF AIR CARRIER SERVICES. Air carriers in providing passenger or freight-carrying services and other businesses that conduct aeronautical activities at an airport shall not be included in the overall percentage goal set forth in subsection (a)(17) of this section for participation of small business concerns at the airport.



**State Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)  
Liaison and Certification Officers**

<b>ALABAMA</b>	
<p>John Huffman Chief, Bureau of Human Resources Alabama Department of Transportation 2720 Gunter Park Drive West Montgomery, AL 36109-3050 Phone: (334) 244-6261 Fax: (334) 263- 7586 E-mail: <a href="mailto:huffmanj@dot.state.al.us">huffmanj@dot.state.al.us</a></p>	<p>Clarence Hampton EEO Office Coordinator Alabama Department of Transportation 1409 Coliseum Boulevard Montgomery, AL 36130-3050 Phone: (334) 244-6261 Fax: (334) 263- 7586 E-mail: <a href="mailto:hamptonc@dot.state.al.us">hamptonc@dot.state.al.us</a></p>
<b>ALASKA</b>	
<p>Jon Dunham Manager, Civil Rights Office State of Alaska Department of Transportation 2200 E. 42nd Ave. P.O. Box 196900 Anchorage, AK 99519-6900 Phone: (907) 269-0851 Fax: (907) 269-0847 E-mail: <a href="mailto:jon.dunham@dot.state.ak.us">jon.dunham@dot.state.ak.us</a></p>	<p>Eileen Oliver Senior DBE Certification Officer State of Alaska Department of Transportation 2200 E. 42nd Ave. P.O. Box 196900 Anchorage, AK 99519-6900 Phone: (907) 269- 0851 Fax: (907) 269-0847 E-mail: <a href="mailto:Eileen_Oliver@dot.state.ak.us">Eileen_Oliver@dot.state.ak.us</a></p>
<b>ARIZONA</b>	
<p>Lisa Wormington DBE Liaison Officer, Civil Rights Office Arizona DOT 1135 N. 22nd Ave., 2nd Floor Phoenix, AZ 85009 Phone: (602) 712-8429 E-mail: <a href="mailto:lwormington@azdot.gov">lwormington@azdot.gov</a></p>	<p>Tom Moore Civil Rights Office DBE Certification Manager Arizona DOT 1135 N. 22nd Ave., 2nd Floor Phoenix, AZ 85009 Phone: (602) 712-7761 Fax: (602) 712-8429 E-mail: <a href="mailto:tmoore@azdot.gov">tmoore@azdot.gov</a></p>
<b>ARKANSAS</b>	
<p>James Moore DBE Coordinator Arkansas State Highway and Transportation Department P.O. Box 2261 Little Rock, AR 72203 Phone: (501) 569-2693 Fax: (501) 569-2298 E-mail: <a href="mailto:james.moore@arkansashighways.com">james.moore@arkansashighways.com</a></p>	
<b>CALIFORNIA</b>	
<p>Olivia Fonseca Deputy Director Civil Rights Program, MS -79 CALTRANS 1823 14th St, Sacramento, CA 95814 Phone: (866) 810-6346 Fax: (916) 324-1949</p>	



COLORADO	
<p>Olivia Fonseca Deputy Director Civil Rights Program, MS -79 CALTRANS 1823 14th St, Sacramento, CA 95814 Phone: (866) 810-6346 Fax: (916) 324-1949</p>	<p>Greg Diehl Supervisor, DBE Certification Colorado Department of Transportation 4201 East Arkansas Ave. Denver, CO 80222 Phone: (303) 757-9599 Fax: (303) 512-4146 E-mail: <a href="mailto:greg.diehl@dot.state.co.us">greg.diehl@dot.state.co.us</a></p>
CONNECTICUT	
<p>Diane Donato Director, Office of Equal Opportunity Assurance Connecticut DOT 2800 Berlin Turnpike, Rm 1314 Newington, CT 06131-7546 Phone: (860) 594-3067 Fax: (860) 594-3016 Email: <a href="mailto:diane.donato@po.state.ct.us">diane.donato@po.state.ct.us</a></p>	<p>Shari Pratt Bureau of Finance and Administration Connecticut DOT 2800 Berlin Tpk Newington, Connecticut 06131-7546 Phone: (860) 594-2171 Fax: (860) 594-3016 E-mail: <a href="mailto:shari.pratt@po.state.ct.us">shari.pratt@po.state.ct.us</a></p>
DELAWARE	
<p>Lawrence Smith DBE Program Manager Delaware DOT P.O. Box 778 Dover, DE 19903 Phone: (302) 760-2035 Fax: (302) 739-2254 E-mail: <a href="mailto:lsmith@mail.dot.state.de.us">lsmith@mail.dot.state.de.us</a></p>	
DISTRICT OF COLUMBIA	
<p>Ronnie L. Edwards Chief, Civil Rights Division District of Columbia Department of Transportation Office of the Director 2000 14th Street, NW, 6th Floor Washington, DC 20009 Phone: (202) 671-2283 Fax: (202) 671-0664 E-mail: <a href="mailto:ronnie.edwards@dc.gov">ronnie.edwards@dc.gov</a></p>	<p>Glenda Payne EEO Specialist District of Columbia Department of Transportation 2000 14th Street, NW, 5th Floor Washington, DC 20009 Phone: (202) 671-2268 Fax: (202) 671-0664 E-mail: <a href="mailto:glenda.payne@dc.gov">glenda.payne@dc.gov</a></p>
FLORIDA	
<p>John Goodeman DBE Certification Manager Florida DOT - EEO 605 Suwannee St Tallahassee, FL 32399-0450 Phone: (850) 414-4747 Fax: (850) 488-3914 E-mail: <a href="mailto:john.goodeman@dot.state.fl.us">john.goodeman@dot.state.fl.us</a></p>	



GEORGIA	
Patricia Fowler DBE Assistant Administrator Georgia DOT No. 2 Capitol Square, SW, Rm 142 Atlanta, GA 30334-1002 Phone: (404) 656-5323 Fax: (404) 656-5509 E-mail: <a href="mailto:patricia.fowler@dot.state.ga.us">patricia.fowler@dot.state.ga.us</a>	
HAWAII	
Melanie Martin DBE Program Manager Hawaii DOT 869 Punchbowl Street, Rm. 112 Honolulu, HI 96813 Phone: (808) 587-2023 Fax: (808) 587-2025 E-mail: <a href="mailto:melanie.martin@hawaii.gov">melanie.martin@hawaii.gov</a>	
IDAHO	
Julie Caldwell EEO Contract Compliance Officer Idaho Transportation Department P.O. Box 7129 Boise, ID 83707-1129 Phone: (208) 334-8458 Fax: (208) 332-7812 E-mail: <a href="mailto:julie.caldwell@itd.idaho.gov">julie.caldwell@itd.idaho.gov</a>	Liz Heelas DBE Supportive Services Coordinator Idaho Transportation Department P.O. Box 7129 Boise, ID 83707 -1129 Phone: (208) 334-8567 Fax: (208) 332-7812 E-mail: <a href="mailto:elizabeth.heelas@itd.idaho.gov">elizabeth.heelas@itd.idaho.gov</a>
ILLINOIS	
Carol D. Lyle Bureau Chief Small Business Enterprises Illinois DOT 2300 South Dirksen Parkway, Rm. 319 Springfield, IL 62764 Phone: (217) 785-5947 Fax: (217) 785-1524 E-mail: <a href="mailto:lylecd@dot.il.gov">lylecd@dot.il.gov</a>	
INDIANAPOLIS	
Ronalda Minnis Deputy Commissioner Minority and Women's Business Enterprises 402 W. Washington Street, Room W474 Indianapolis, Indiana 46204 Phone: (317) 232-3061 Fax: (317) 233-6921 E-mail: <a href="mailto:mbusiness@idoa.state.in.us">mbusiness@idoa.state.in.us</a>	
IOWA	
Roger Bierbaum Contracts Engineer Iowa DOT 800 Lincoln Way Ames, IA 50010 Phone: (515) 239-1414 Fax: (515) 239-1325	Craig Russell Civil Rights Executive Officer Iowa DOT Highway Division, Contracts Office 800 Lincoln Way Ames, IA 50010



E-mail: <a href="mailto:roger.bierbaum@dot.state.ia.us">roger.bierbaum@dot.state.ia.us</a>	Phone: (515) 239-1427 Fax: (515) 239-1247 E-mail: <a href="mailto:craig.russell@dot.state.ia.us">craig.russell@dot.state.ia.us</a>
<b>KANSAS</b>	
<p>Sandra Greenwell External EEO Coordinator Kansas DOT Docking State Office Building 915 Harrison Topeka, KS 66612 Phone: (785) 296-7940 Fax: (785) 296-1095 E-mail: <a href="mailto:sandra@ksdot.org">sandra@ksdot.org</a></p>	
<b>KENTUCKY</b>	
<p>Reed Hampton DBE Branch Manager Kentucky Transportation Cabinet W6-15-02 200 Metro Street Frankfort, KY 40622 Phone: (502) 564-3601 Fax: (502) 564-1491 E-mail: <a href="mailto:reed.hampton@ky.gov">reed.hampton@ky.gov</a></p>	
<b>LOUISIANA</b>	
<p>Frances Gilson Compliance Programs Director Louisiana DOT &amp; Development P.O. Box 94245 Baton Rouge, LA 70804-9245 Phone: (225) 379-1382 Fax: (225) 379-1865 E-mail: <a href="mailto:franilson@dotd.la.gov">franilson@dotd.la.gov</a></p>	
<b>MAINE</b>	
<p>Penny Plourde Business Services Manager, Office of Human Resources Maine DOT #16 State House Station Augusta, ME 04333 Phone: (207) 624-3066 Fax: (207) 624-3051 E-mail: <a href="mailto:penny.plourde@maine.gov">penny.plourde@maine.gov</a></p>	
<b>MARYLAND</b>	
<p>Terry Bright Acting Director Office of Minority Businesses Enterprises Maryland DOT 7201 Corporate Center Hanover, MD 21706 Phone: (410) 865-1309 Fax: (410) 850-9263 E-mail: <a href="mailto:tbright@mdot.state.md.us">tbright@mdot.state.md.us</a></p>	
<b>MASSACHUSETTES</b>	



Patricia O'Brien  
 Director, Office of Civil Rights  
 Massachusetts Highway Department  
 10 Park Plaza, Room 3190  
 Boston, MA 02116  
 Phone: (617) 973-7339  
 Fax: (617) 973-7311  
 E-mail: [patricia.obrien@mhd.state.ma.us](mailto:patricia.obrien@mhd.state.ma.us)

## MICHIGAN

Pat Collins, Administrator  
 EEO Office  
 Michigan DOT  
 P.O. Box 30050  
 Lansing, MI 48909  
 Phone: (517) 373-2377  
 Fax: (517) 335-0945  
 E-mail: [collinsp@michigan.gov](mailto:collinsp@michigan.gov)

## MINNESOTA

Joanne Wagner, Director  
 Office of Equal Employment Opportunity and  
 Contract Management  
 Minnesota DOT  
 395 John Ireland Blvd., M.S. 170  
 St. Paul, MN 55155  
 Phone: (651) 215-0446  
 Fax: (651) 297-2158  
 E-mail: [joanne.wagner@dot.state.mn.us](mailto:joanne.wagner@dot.state.mn.us)

## MISSISSIPPI

Stacey Slay  
 DBE Coordinator  
 Mississippi Dept. of Transportation  
 Office of Civil Rights  
 P.O. Box 1850  
 Jackson, Mississippi 39215-1850  
 Phone: (601) 359-7466  
 Fax: (601) 359-7428  
 E-mail: [fslay@mdot.state.us](mailto:fslay@mdot.state.us)

## MISSOURI

Sharon M. Taegel  
 External Civil Rights Administration  
 Missouri Highway & Dept. of Transportation  
 P.O. Box 270  
 105 W. Capitol Ave.  
 Jefferson City, MS 65102  
 Phone: (573) 751-2859  
 Fax: (573) 526-5640  
 E-mail: [sharon.teagel@modot.mo.gov](mailto:sharon.teagel@modot.mo.gov)

## MONTANA

Vicky Koch  
 Chief, Civil Rights Bureau  
 Department of Transportation  
 2701 Prospect Ave.,  
 P.O. Box 201001

Leslie Wootan, DBE Program Manager  
 Montana Department of Transportation  
 2701 Prospect Ave.,  
 P.O. Box 201001  
 Helena, MT 59620-1001



Helena, MT 59620-1001 Phone: (406) 444-6335 TTY: (406) 444-7696 Fax: (406) 444-7685 E-mail: <a href="mailto:vkoch@state.mt.us">vkoch@state.mt.us</a>	Phone: (406) 444-6337 TTY: (800) 335-7696 Fax: (406) 444-7685 E-mail: <a href="mailto:lwootan@state.mt.us">lwootan@state.mt.us</a>
<b>NEBRASKA</b>	
Joe Kisicki DBE Civil Rights Coordinator P.O. Box 94759 Lincoln, NE 68509-4791 Phone: (402) 479-4531 Fax: (402) 479-4854 E-mail: <a href="mailto:jkisicki@dot.state.ne.us">jkisicki@dot.state.ne.us</a>	
<b>NEVADA</b>	
Roc Stacey Contract Compliance Manager, DBE Program Nevada DOT 1263 South Stewart Street Carson City, NV 89712-0002 Phone: (775) 888-7497 Fax: (775) 888-7235 E-mail: <a href="mailto:rstacey@nevadadb.com">rstacey@nevadadb.com</a>	
<b>NEW HAMPSHIRE</b>	
Jay Ankenbrock DBE Coordinator New Hampshire DOT 7 Hazen Drive Concord, NH 03302 Phone: (603) 271-6612 Fax: (603) 271-8817 E-mail: <a href="mailto:jankenbrock@dot.state.nh.us">jankenbrock@dot.state.nh.us</a>	
<b>NEW JERSEY</b>	
Linda Errico Division of Civil Rights/Affirmative Action New Jersey DOT P O Box 600 Trenton, New Jersey 08625-0600 Phone: (609) 530-2130 Fax: (609) 530-4030 e-mail: <a href="mailto:lindaerrico@dot.state.nj.us">lindaerrico@dot.state.nj.us</a>	
<b>NEW MEXICO</b>	
Jimmy Gomez Chief, EEO Program Bureau New Mexico State Highway & Transportation Department 1596 Pacheco Aspen Plaza, Suite 107 Santa Fe, NM 87505 Phone: (505) 827-1774 Fax: (505) 827-1779 E-mail: <a href="mailto:jimmy.gomez@state.nm.us">jimmy.gomez@state.nm.us</a>	Lance Lalich DBE Certification New Mexico State Highway & Transportation Department 1596 Pacheco Aspen Plaza Santa Fe, NM 87501 Phone: (505) 827-1776 Fax: (505) 827-1779 E-mail: <a href="mailto:lance.lalich@state.nm.us">lance.lalich@state.nm.us</a>





NEW YORK	
<p>Garland Swenney  Director, Office of EEO Development &amp; Compliance  New York State DOT  1220 Washington Avenue  Building 4-G-16  Albany, NY 12232-0444  Phone: (518) 457-1129  Fax: (518) 457-9678  E-mail: <a href="mailto:gswenney@gw.dot.state.ny.us">gswenney@gw.dot.state.ny.us</a></p>	<p>Maria E. Drake  Certification Supervisor of DBE  New York State DOT  EEO Office, Development &amp; Compliance  State Office Campus, Building 4  Rm. G16  Albany, NY 12232-0444  Phone: (518) 457-1129  Fax: (518) 457-9678  Email: <a href="mailto:mdrake@dot.state.ny.us">mdrake@dot.state.ny.us</a></p>
NORTH CAROLINA	
<p>Queen T. Crittendon  Director, Civil Rights &amp; Business Development  North Carolina DOT  P.O. Box 25201  Raleigh, NC 27611-5201  Phone: (919) 508-1805  Fax: (919) 508-1814  E-mail: <a href="mailto:qcrittendon@dot.state.nc.us">qcrittendon@dot.state.nc.us</a></p>	<p>Judi W. Williams  Manager, External Contract Compliance  North Carolina DOT  Office of Civil Rights  P.O. Box 25201  Raleigh, NC 27611  Phone: (919) 508-1886  Fax: (919) 508-1814  E-mail: <a href="mailto:judiwilliams@dot.state.nc.us">judiwilliams@dot.state.nc.us</a></p>
<p>Shelton A. Russell  Manager, Business Development &amp; Supportive Services  North Carolina DOT  Office of Civil Rights  P.O. Box 25201  Raleigh, NC 27611  Phone: (919) 508-1798  Fax: (919) 508-1814  E-mail: <a href="mailto:sarussell@dot.state.nc.us">sarussell@dot.state.nc.us</a></p>	<p>Sharon M. Lipscomb  Manager, Title VI &amp; Environmental Justice  North Carolina DOT  P.O. Box 25201  Raleigh, NC 27611-5201  Phone: (919) 508-1830  Fax: (919) 508-1814  E-mail: <a href="mailto:slipscomb@dot.state.nc.us">slipscomb@dot.state.nc.us</a></p>
NORTH DAKOTA	
<p>Deborah J. Igoe  DBE Liaison Officer  North Dakota DOT  608 East Boulevard Avenue  Bismarck, ND 58505-0700  Phone: (701) 328-2576  Fax: (701) 328-1965  E-mail: <a href="mailto:digo@nd.gov">digo@nd.gov</a></p>	
OHIO	
<p>Mark G. Kelsey  DBE Liaison  Deputy Director  Contract Administration  Ohio Department of Transportation  1980 West Broad Street  Columbus, Ohio 43223  Fax: (614) 644-8390  E-mail: <a href="mailto:Mark.Kelsey@dot.state.oh.us">Mark.Kelsey@dot.state.oh.us</a></p>	<p>Deborah James  Manager External Civil Rights  Office of Contracts  Ohio Department of Transportation  1980 West Broad Street  Columbus, Ohio 43223  Phone: (614) 466-7699 Fax: (614) 728-2078  E-mail: <a href="mailto:djames@dot.state.oh.us">djames@dot.state.oh.us</a></p>



## OKLAHOMA

Susan McClune  
Transportation Manager  
Regulatory Services Division  
Oklahoma DOT  
200 NE. 21st Street  
Oklahoma City, OK 73105  
Phone: (405) 521-6046  
Fax: (405) 522-2136  
E-mail: [smcclune@odot.org](mailto:smcclune@odot.org)

## OREGON

Jill Miller  
Small Business Program Coordinator  
Office of Civil Rights  
Oregon DOT  
800 Airport Road  
Salem, OR 97301  
Phone: (503) 986-3016  
Fax: (503) 986-6382  
E-mail: [c.jill.miller@dot.state.or.us](mailto:c.jill.miller@dot.state.or.us)

## PENNSYLVANIA

Jocelyn I Harper,  
Director, Bureau of Equal Opportunity  
Pennsylvania DOT  
Keystone Building,  
400 North St  
8th Floor  
Harrisburg, PA 17120  
Phone: (717) 787-5891  
Fax: (717) 772-2741  
E-mail: [jocharper@state.pa.us](mailto:jocharper@state.pa.us)

Sharon Leonart  
DBE Investigator Incharge  
Pennsylvania DOT  
Chief Counsel & Investigations Section  
Commonwealth Keystone Bldg.  
400 N St.  
9th Floor  
Harrisburg, PA 17120-0096  
Phone: (717) 787-7014  
Fax: (717) 772-2741  
E-mail: [lenart@state.pa.us](mailto:lenart@state.pa.us)

## PUERTO RICO

Ana Del Moral  
DBE Coordinator, Civil Rights Office  
Puerto Rico DOT and Public Works  
Highway and Transportation Authority  
P.O. Box 42007  
San Juan, PR 00940-2007  
Phone: (787) 729-1562  
Fax: (787) 721-2621  
E-mail: [morala@dot.state.pr.us](mailto:morala@dot.state.pr.us)

## RHODE ISLAND

Vanessa Crum  
Assistant Director for Administrative Services  
Rhode Island DOT  
2 Capitol Hill, Room 312  
Providence, RI 02903  
Phone: (401) 222-3260  
Fax: (401) 222-6168  
E-mail: [vcrum@dot.state.ri.us](mailto:vcrum@dot.state.ri.us)

## SOUTH CAROLINA



<p>Vivian Patterson, Acting Director, DBE Program Development South Carolina DOT 955 Park St., P.O. Box 191 Columbia, SC 29202-0191 Phone: (803) 737-1953 Fax: (803) 737-2021</p>	<p>Moses Ashford Senior Certification Analyst DBE Program Development South Carolina DOT 955 Park St. Rm. 403 Columbia, SC 29202 Phone: (803) 737-1372 Fax: (803) 737-2021 E-mail: <a href="mailto:ashfordm@dot.state.sc.us">ashfordm@dot.state.sc.us</a></p>
<b>TENNESSEE</b>	
<p>Deborah Luter Director, Small Business Development DBE Program James K. Polk Building Suite 1800 Nashville, TN 37243 Phone: (615) 741-3681 Fax: (615) 741-3169 E-mail: <a href="mailto:deborah.luter@state.tn.us">deborah.luter@state.tn.us</a></p>	
<b>TEXAS</b>	
<p>James Dossett Director, Business Opportunity Program Section Contructions Division Texas Department of Transportation 125 E 11th St Austin, TX 78701-2483 Phone: (512) 486-5500 Fax: (512) 416-2539 E-mail: <a href="mailto:jdossett@dot.state.tx.us">jdossett@dot.state.tx.us</a></p>	<p>Efrem Casarez Program Director Texas Department of Transportation 125 E. 11th St. Austin, Tx 78701-2483 Phone: (512) 486-5500 Fax: (512) 486-5509 E-mail: <a href="mailto:ecasarez@dot.state.tx.us">ecasarez@dot.state.tx.us</a></p>
<b>UTAH</b>	
<p>Denice Graham Civil Rights Manager Utah DOT - Civil Rights Section 4501 South 2700 West Salt Lake City, UT 84114-1200 Phone: (801) 965-4695 Fax: (801) 965-4101 E-mail: <a href="mailto:dgraham@utah.gov">dgraham@utah.gov</a></p>	<p>Beverly Crawford DBE Certification Officer Utah DOT - Civil Rights Section 4501 South 2700 West Salt Lake City, Utah 84114-1200 Phone: (801) 965-4160 Fax: (801) 965-4101 E-mail: <a href="mailto:bcrawford@utah.gov">bcrawford@utah.gov</a></p>
<b>VERMONT</b>	
<p>Lori Valburn Office of Civil Rights and Chief Labor Compliance Vermont Agency of Transportation Drawer 33 National Life Building Montpelier, Vermont 05633 -5001 Phone: (802) 828-5561 Fax: (802) 828-1047 E-mail: <a href="mailto:lorivalburn@state.vt.us">lorivalburn@state.vt.us</a></p>	<p>Nancy Bruce DBE Program Manager Office of Civil Rights and Labor Compliance Vermont Agency of Transportation National Life Bldg. Drawer 33 Montpelier, VT 05633-5001 Phone: (802) 828-2715 Fax: (802) 828-1047 E-mail: <a href="mailto:nancy.bruce@state.vt.us">nancy.bruce@state.vt.us</a></p>
<b>VIRGIN ISLANDS</b>	
<p>Sharon Challenger Civil Rights Program Manager</p>	



Virgin Islands Department of Public Works  
6002 Croix, USVI 00820-4428  
Phone: (340) 773-1290 ext.2292

## VIRGINIA

Doretha Davis  
DBE Coordinator  
Virginia DOT  
202 N. 9th St. 11th Floor  
Richmond, VA 23219  
Phone: (804) 786-3761  
Fax: (804) 371-7359  
E-mail: [doretha.davis@vdot.virginia.gov](mailto:doretha.davis@vdot.virginia.gov)

## WASHINGTON

Brenda R. Nnambi  
Director  
Office of Equal Opportunity  
P.O. Box 47314  
310 Maple Park  
Olympia, WA 98504-7314  
Phone: (360) 705-7090  
Fax: (360) 705-6801  
E-mail: [nnambib@wsdot.wa.gov](mailto:nnambib@wsdot.wa.gov)

Cathy Canorro,  
Business Development & Agency Support Manager  
Office of Minority and Women's Business  
Enterprises  
Washington State DOT  
406 S. Water Street  
PO Box 41160  
Olympia, WA 98504  
Phone: (360) 704-1187 Ext. 117  
Fax: (360) 586-7079  
E-mail: [ccanorro@omwbe.wa.gov](mailto:ccanorro@omwbe.wa.gov)

## WEST VIRGINIA

Drema L. Smith, Director  
EEO Division  
West Virginia Division of Highways  
1900 Kanawha Blvd. East  
Bldg. 5, Room 948  
Charleston, WV 25305-0430  
Phone: (304) 558-3931  
Fax: (304) 558-4236  
E-mail: [dsmith@dot.state.wv.us](mailto:dsmith@dot.state.wv.us)

Bob Cooke  
DBE Program Manager  
West Virginia Division of Highways  
1900 Kanawha Blvd. East  
Bldg 5, Room 948  
Charleston, WV 25305  
Phone: (304) 558-3931  
Fax: (304) 558-4236  
E-mail: [bcooke@dot.state.wv.us](mailto:bcooke@dot.state.wv.us)

## WISCONSIN

Mrs. Michelle Carter-Rutledge  
Civil Rights and Compliance Section Manager  
Wisconsin DOT  
4802 Sheboygan Avenue  
P.O. Box 7965, Room 451  
Madison, WI 53707  
Phone: (608) 264-6669  
Fax: (608) 267-3641  
E-mail: [michele.carter@dot.state.wi.us](mailto:michele.carter@dot.state.wi.us)

## WYOMING

Nora Lyon  
DBE Certification Technician  
Wyoming DOT  
5300 Bishop Blvd.  
Cheyenne, WY 82009-3340  
Phone: (307) 777-4456  
Fax: (307) 777-4765  
E-mail: [nora.lyon@dot.state.wy.us](mailto:nora.lyon@dot.state.wy.us)



## **Railroad Administration DBE Program Contacts**

### **Title V Railroad Liaison Officers**

#### **AMTRAK**

National Railroad Passenger Corp.  
Mr. Rodney P. Ruffin  
Director of Supply Diversity  
60 Massachusetts Ave., NE  
Washington, D.C. 20002  
Phone: (202) 906-3600  
Fax: (202) 906-2889

#### **Canadian Pacific Rail System**

Mr. Donald Kamm  
MBE Administrator  
501 Marquette Ave.  
P.O. Box 530, Suite 1000  
Minneapolis, MN 55440-0530  
Phone: (612) 337-8765  
Fax: (612) 347-8378



## DOT SHORT TERM LOAN PROGRAM (STLP)

### DOT Short Term Lending Program

Many disadvantaged and women-owned business enterprises, hereinafter referred to as DBEs, that are qualified to perform transportation-related contracts have experienced difficulty in obtaining short-term working capital. In response, the U.S. Department of Transportation (DOT) Short Term Lending Program (STLP) was developed by the Office of Small and Disadvantaged Business Utilization (OSDBU) to offer certified DBEs the opportunity to obtain short-term working capital at variable interest rates for transportation-related projects.

#### Program Structure

The STLP provides revolving lines of credit to finance accounts receivable arising from transportation-related contracts. The primary collateral consists of the proceeds of the contracts. Borrowing under the lines of credit are to meet the short-term costs of performing the contract(s) being financed. Starts up businesses are not eligible to apply for the STLP. It is recommended that a business have at least a three year past performance history before applying to the program. Starts up businesses are advised to apply to the Small Business Administration for financing.

#### Transportation-Related Contract

A transportation-related contract is defined as a contract for the maintenance, rehabilitation, restructuring, improvement, or revitalization of any of the nation's modes of transportation with any public or commercial provider of transportation of any Federal, State or local transportation agency. In OSDBU this applies to any level or tier of contract whether it is prime or subcontractor.

#### Certification

Certification of DBE status is performed by recipients of Federal transportation funds under DOT guidelines (49 CFR, Part 23 and 26). Information is available through the DBE liaison office of each state and possession. The addresses and contact persons of the liaison offices are listed in DOT's *Marketing Information Package* which may viewed on the OSDBU website at:

[http://osdbu.dot.gov/osdbu\\_services/mip.cfm](http://osdbu.dot.gov/osdbu_services/mip.cfm) or may be obtained from the OSDBU by calling 1-800-532-1169. No additional certification is required for firms certified by the U.S. Small Business Administration under Section 8(a); Small Disadvantaged Business (SDB); HUBZone Empowerment Contracting Program; and Service-disabled Veterans.



## Frequently Asked Questions about the DOT Short Term Loan Program

The following questions and answers have been developed as a guideline to the program qualifications and procedures:

### **1. Who can apply for the DOT STLP?**

An applicant must have a transportation-related contract and be *certified* as a DBE by any agency applying DOT certification guidelines (49 CFR, Part 23 and 26) or by the U.S. Small Business Administration Section 8(a) Program; Small Disadvantaged Business (SDB); HUBZone Empowerment Contracting Program; and Service-disabled Veterans.

Start up businesses are not eligible to apply for the STLP. It is recommended that a business have at least a three year past performance history before applying to the program. Start up businesses are advised to apply to the Small Business Administration for financing.

### **2. How much can I apply for?**

A: Short-term working capital is provided actually a form of a revolving line of credit for which the primary collateral is accounts receivable arising from the contracts or subcontracts being financed. The maximum line of credit is \$750,000.

### **3. How are the lines of credit provided?**

A: The STLP is administered by the DOT OSDBU through cooperative agreements between DOT and banks called Participating Lenders (PLS). Loan documentation and financing transactions are performed directly by the PLS bank which offers the line of credit. It's the choice of the applicant whether to setup a checking or saving accounts to access their line of credit.

### **4. How are the funds proceeds to be used?**

A: Borrowing under the line of credit is to meet the short-term costs of performing the contract(s) being financed. Due to the STLP structure and the short-term nature of borrowings, funds are not available for: contract mobilization; equipment purchases or other long-term uses; refinance of existing debt; payment of non-current taxes; distributions or other payments to stockholders.

### **5. How are funds borrowed and repaid under the line of credit?**

A: Funds are borrowed against each invoice of the contract (s) being financed. Each invoice is paid directly to the Participating Lender (PL) by the Project Owner or Prime Contractor via a two-party check addressed to the Lender and the Borrower. The PL deducts the payment amount, including interest payments, and remits the remaining balance to the Borrower in their checking and savings account.

### **6. How is the interest rate determined?**

A: Borrowings under the line of credit bear interest at the prime rate as published daily in the Wall Street Journal, adjusted on the first day of each calendar month plus two points. Updates to the prime rate can be found on the OSDBU website at: [osdbu.dot.gov](http://osdbu.dot.gov).

### **7. How long can the line of credit be used?**

A: A line of credit normally covers a one-year period and one or more renewals can be requested. You can increase the line of credit during the term if you obtain additional transportation contracts. The term can be less than one year. The maximum length of time in the program is five years.

### **8. How does my company apply?**

A: [Loan applications](http://osdbu.dot.gov/documents/pdf/stlpapp.pdf) may be obtained from the OSDBU Website at <http://osdbu.dot.gov/documents/pdf/stlpapp.pdf>. Completed applications may be forwarded to DOT or



to the STLP bank. The name and address of each STLP bank and the states which it services are listed below.

**9. *What types of information must be included with the application?***

A: The application materials include a list of information items which support the application. Among them are the following:

- Business and personal financial statements (3 years)
- Business and personal income tax returns (3 years)
- Cash flow projections (One year)
- Current Accounts receivable and accounts payable
- Company profile/Resume of officers
- Current Personal Financial Statement (dated & signed)
- Certification that all taxes are current
- A minimum of 3 business references

**10. *Where can I obtain assistance in preparing the application package?***

A: Firms may consider utilizing the services of the SBA's Small Business Development Centers (SBDC), U.S. Department of Commerce's Minority Business Development Centers (MBDCs), Business Information Centers (BICs), the State Supportive Services Programs, local area Chambers of Commerce, and SCORE as possible sources for assistance or guidance in preparing application packages.

**11. *Who makes the decision for a line of credit application?***

A: Final loan approval is made by both the STLP bank and by DOT.

**For more specific information on the Short Term Lending Program, please contact:**

OSDBU, Financial Assistance Division  
(800) 532-1169  
e-mail: [stlpiafo@dot.gov](mailto:stlpiafo@dot.gov)

Nancy Strine, Manager, Short Term Loan Program  
U.S. Department of Transportation  
Office of Small and Disadvantaged Business Utilization (S-40)  
400 7<sup>th</sup> St., SW, Rm. 9414  
Washington, DC 20590  
(800) 532-1169 ext. 65343; (202) 366-5343  
e-mail: [nancy.strine@dot.gov](mailto:nancy.strine@dot.gov)

Patricia Martin, Program Analyst, Short Term Loan Program  
(800) 532-1169 ext. 65337; (202) 366-5337  
e-mail: [patricia.martin@dot.gov](mailto:patricia.martin@dot.gov)





## Short Term Loan Program (STLP) Participating Banks

### **Citizens Trust Bank**

75 Piedmont Avenue  
Atlanta, GA 30303

Fred Daniels, Senior Vice President  
Telephone: (404) 653-2614  
email: [fred.daniels@ctbatl.com](mailto:fred.daniels@ctbatl.com)

Lynnette Crosslen, Loan Operations Assistant  
Manager  
Telephone: (404) 653-2899  
email: [lynnette.crosslen@dot.ca.gov](mailto:lynnette.crosslen@dot.ca.gov)

Farrand Logan, Vice President, Commercial  
Lender,  
Telephone: (404) 575-8333  
Fax: (404) 659-6424  
email: [farrand.logan@ctbatl.com](mailto:farrand.logan@ctbatl.com)

Hours: Monday-Friday; 9:00am-5:00pm (EST)

### **Capital Source**

1624 Hull St.  
Richmond, VA 23224

Kevin Brown, Executive Director  
Telephone: (804) 233-2014  
Fax: (804) 233-2158  
email: [kbrown@mysapsource.org](mailto:kbrown@mysapsource.org)

Hours: Monday-Friday; 8:30am-5:00pm (EST)

### **Native American Bank, N.A.**

999 18<sup>th</sup> Street, Suite 2460  
Denver, CO 80202

Office: (303) 988-2727  
Fax: (303) 988-5533

Pam Nesius, Vice President  
Telephone: (720) 963-5505  
Cell: (720) 289-5951  
email: [pnesius@nabna.com](mailto:pnesius@nabna.com)

Website: <http://www.nabna.com>  
Hours: Monday-Friday; 8:00am-5:00pm (MST)

### **Continental National Bank of Miami**

400 SW 107 Avenue  
Miami, FL 33174

Frank T. Santana, Vice President  
Telephone: (305) 551-9600 ext.3115  
Fax: (305) 551-9034  
email: [fsantana@continentalbank.com](mailto:fsantana@continentalbank.com)

Hours: Monday-Friday; 9:00am-5:00pm (EST)

### **Adams National Bank**

1130 Connecticut Ave., N.W  
Suite #200  
Washington, D.C. 20036

Susan Banks, VP, Commercial Lending

Telephone: (202) 772-3721  
Fax: (202) 835-3871  
email: [sbanks@adamsbank.com](mailto:sbanks@adamsbank.com)  
Website: <http://www.adamsbank.com>

Hours: Monday-Thursday; 9:00am-3:00pm  
Friday; 9:00am-5:00pm (EST)



## TECHNICAL ASSISTANCE SOURCES

### Department of Commerce - Minority Business Development Centers (MBDC)

(The following information was taken from: <http://www.mbda.gov/>.)

The U.S. Department of Commerce's nationwide network of minority business development centers (MBDCs) counsel minority business individuals on accounting, administration, business planning, inventory control, negotiations, referrals, networking, construction contracting and subcontracting, marketing and on SBA's 8 (a) certification to participate in minority set-aside contracting opportunities with the Federal Government. They provide managerial and technical assistance for bonding, bidding, estimating, financing, procurement, international trade, franchising, acquisitions, mergers, joint ventures and leveraged buyouts. MBDCs facilitate the formation and expansion and generate opportunities for minority owned firms. The location of the MBDCs are subject to change annually. Please call the nearest MBDC Regional or District Office in your immediate area for updates or visit [MBDA's Local Office Page](#).

### Minority Business Development Centers (MBDC)

#### United States Department of Commerce

#### **ALTANTA REGION**

##### **Atlanta National Enterprise Center**

401 W. Peachtree Street, NW  
Suite 1715  
Atlanta, GA 30308  
Phone: 404-730-3300  
Fax: 404-730-3313  
E-mail: [aro-info@mbda.gov](mailto:aro-info@mbda.gov)

##### **Atlanta Regional Enterprise Center**

51 SW First Avenue  
Room 1314, Box 25  
Miami, FL 33130  
Phone: 305-536-5054  
Fax: 305-530-7068  
E-mail: [aguzman@mbda.gov](mailto:aguzman@mbda.gov)

#### **MINORITY BUSINESS DEVELOPMENT CENTERS (MBDCs)**

##### **Georgia Statewide MBDC**

760 Spring Street N.W.  
Atlanta, GA 30332  
Phone: 404-894-2096  
Fax: 404-894-1192  
E-mail: [donna.ennis@edi.gatech.edu](mailto:donna.ennis@edi.gatech.edu)  
Web: [www.georgiambdc.org](http://www.georgiambdc.org)

##### **Miami/Ft. Lauderdale MBDC**

3050 Biscayne Boulevard,  
Suite 201  
Miami, FL 33137  
Phone: 786-316-0888  
Fax: 786-316-0090  
E-mail: [jrivera@mbdcsouthflorida.org](mailto:jrivera@mbdcsouthflorida.org)

##### **Miami/Ft. Lauderdale MBDC Satellite Office**

3800 West Broward Boulevard, Suite 101  
Ft. Lauderdale, FL 33312

Phone: 954-660-7601

Fax: 954-587-3703

E-mail: [rmartinez@mbdcsouthflorida.org](mailto:rmartinez@mbdcsouthflorida.org)

##### **North Carolina Statewide MBDC**

114 West Parrish Street  
5<sup>th</sup> Floor  
Durham, NC 27702  
Phone: 919-287-3198  
Phone: 1-877-500-MBDC  
E-mail: [alif@ncimed.com](mailto:alif@ncimed.com)  
Web: [www.mbdnc-nc.com](http://www.mbdnc-nc.com)

##### **South Carolina Statewide MBDC**

1515 Richland St.  
Columbia, SC 29201  
Phone: 803-779-5905 Ext 28  
Fax: 803-779-5915  
E-mail: [busdev@scmbdc.org](mailto:busdev@scmbdc.org)  
Secondary E-mail: [davisg@scmbdc.com](mailto:davisg@scmbdc.com)  
Web: [www.scmbdc.com](http://www.scmbdc.com)

#### **NATIVE AMERICAN BUSINESS DEVELOPMENT CENTERS (NABDCs)**

##### **North Carolina Cherokee NABDC**

810 Acquoni Road  
P.O. Box 1200  
Cherokee, NC 28719  
Phone: 828-497-1666  
Fax: 828-497-1665  
E-mail: [cnabdc@nc-chokeee.com](mailto:cnabdc@nc-chokeee.com)  
Web: [www.cnabdc.com](http://www.cnabdc.com)

##### **North Carolina Cherokee Satellite Office**

70 Woodfin Place, Suite 305  
Asheville, NC 28801  
Phone: 828-252-2516  
Fax: 828-252-6047  
E-mail: [ashevillebdc@yahoo.com](mailto:ashevillebdc@yahoo.com)



## **MINORITY BUSINESS OPPORTUNITY COMMITTEES (MBOCs)**

### **Orlando MBOC**

6880 Eleanor Drive, Suite 104A  
Orlando, FL 32809  
Phone: 407-245-6062  
Fax: 407-857-8647  
E-mail: [mboc@fmsdc.org](mailto:mboc@fmsdc.org)

### **Birmingham MBOC**

710 20th St., North  
Birmingham, AL 35203  
Phone: 205-254-2799  
Fax: 205-254-7741  
E-mail: [ajmayo@ci.birmingham.al.us](mailto:ajmayo@ci.birmingham.al.us)

### **Puerto Rico MBOC**

530 Ponce de Leon Avenue  
Atrium Office Center, Suite 320  
San Juan, PR 00901  
Phone: 787-289-7880  
Fax: 787-289-8750  
E-mail: [juan@woodroffe.com](mailto:juan@woodroffe.com)

## **BUSINESS RESOURCE CENTERS (BRCs)**

### **Puerto Rico BRC**

Rosales Street, Stop 261/2  
SBARAT Bldg., Suite BS103  
San Turce, PR 00908  
Phone: 787-726-8040  
Fax: 787-726-8135  
E-mail: [joseramos@sba.gov](mailto:joseramos@sba.gov)

## **CHICAGO REGION**

### **MBDA National Enterprise Center**

55 E. Monroe Street  
Suite 1406  
Chicago, IL 60603  
Phone: 312-353-0182  
Fax: 312-353-0191  
E-mail: [cro-info@mbda.gov](mailto:cro-info@mbda.gov)

## **MINORITY BUSINESS DEVELOPMENT CENTERS (MBDCs)**

### **Illinois Statewide MBDC**

1 East Wacker, Ste. 1200  
Chicago, IL 60601  
Phone: 312-755-8889  
Fax: 312-755-8891  
E-mail: [vlopez@chiventures.org](mailto:vlopez@chiventures.org)

### **Ohio Statewide MBDC**

7162 Reading Rd., Suite 630  
Cincinnati, OH 45237-4757  
Phone: 513-631-7666  
Fax: 513-631-7613  
E-mail: [omartin@ohiostatewidembdc.org](mailto:omartin@ohiostatewidembdc.org)

## **NATIVE AMERICAN BUSINESS DEVELOPMENT CENTERS (NABDCs)**

### **Minnesota/Iowa NABDC**

P.O. Box 217 • Cass Lake, MN 56633  
Phone: 218-335-8583  
Fax: 218-335-8496  
E-mail: [info@nabdc.org](mailto:info@nabdc.org)

## **MINORITY BUSINESS OPPORTUNITY COMMITTEES (MBOCs)**

### **Chicago MBOC**

11 South LaSalle St.,  
Suite 850  
Chicago, IL 60603  
Phone: 312-263-0105  
Fax: 312-263-0735  
E-mail: [shill@cmbdc.org](mailto:shill@cmbdc.org)

### **Wisconsin MBOC**

111 West Pleasant Street  
Milwaukee, WI 53212  
Phone: 414-289-6767  
Fax: 414-289-8562  
E-mail: [leni@wi-brc.org](mailto:leni@wi-brc.org)

### **Northwest Indiana MBOC**

504 Broadway St., Suite 337  
Gary, IN 46402  
Phone: 219-886-9047  
Fax: 219-886-4999  
E-mail: [dwilliams@nimboc.com](mailto:dwilliams@nimboc.com)

## **DALLAS REGION**

### **Dallas National Enterprise Center:**

1100 Commerce Street  
Room, TX 75242  
Phone: 214-767-8001  
Fax: 214-767-0613  
E-mail: [dro-info@mbda.gov](mailto:dro-info@mbda.gov)

## **MINORITY BUSINESS DEVELOPMENT CENTERS (MBDCs)**

### **Dallas/Ft. Worth/Arlington/MBDC**

545 East John Carpenter Frwy,  
Suite 100  
Irving, TX 75062  
Phone: 214-688-1612  
Fax: 214-688-1753  
E-mail: [mmora@dfwmbdc.com](mailto:mmora@dfwmbdc.com)

### **Houston MBDC**

4801 Woodway  
Suite 210W  
Houston, TX 77056  
Phone: 713-644-0821  
Fax: 713-644-3523



E-mail: [mthibodeaux@gacompanies.com](mailto:mthibodeaux@gacompanies.com)

**New Mexico Statewide MBDC**

718 Central Avenue S.W.  
Albuquerque, NM 87102  
Phone: 505-843-7114  
Fax: 505-242-2030  
E-mail: [info@nedainc.net](mailto:info@nedainc.net)

**Oklahoma City MBDC**

4205 Lincoln Blvd.,  
Room 109  
Oklahoma City, OK 73105  
Phone: 405-962-1623  
Fax: 405-962-1639  
E-mail: [nalexander@lunet.edu](mailto:nalexander@lunet.edu)

**San Antonio MBDC**

501 W. Durango Boulevard  
San Antonio, TX 78207-4415  
Phone: 210-458-2420  
Fax: 210-458-2481  
E-mail: [fparks@utsa.edu](mailto:fparks@utsa.edu)

**El Paso MBDC**

5959 Gateway West  
Suite 425  
El Paso, TX 79925  
Phone: 915-774-0626  
Fax: 915-774-0680  
E-mail: [epneda@sbcglobal.net](mailto:epneda@sbcglobal.net)

**NATIVE AMERICAN BUSINESS  
DEVELOPMENT CENTERS (NABDCs)**

**North/South Dakota NABDC**

3315 University Drive  
Bismarck, ND 58504-7596  
Phone: 701-530-0608  
Fax: 701-530-0607  
E-mail: [bmaxon@uttc.edu](mailto:bmaxon@uttc.edu)

**Oklahoma Statewide NABDC**

3540 East 31st Street, Suite 5  
Tulsa, OK 74135  
Phone: 918-592-1113  
Fax: 918-592-1217  
E-mail: [mvega@indiansbusiness.org](mailto:mvega@indiansbusiness.org)

**New Mexico Statewide NABDC**

2301 Yale SE, Suite C-8  
Albuquerque, NM 87106  
Phone: 818-834-8800  
Fax: 505-766-8840  
E-mail: [jvanorsdol@indiansbusiness.org](mailto:jvanorsdol@indiansbusiness.org)

**MINORITY BUSINESS OPPORTUNITY  
COMMITTEES (MBOCs)**

**South Texas MBOC**

1201 West University Drive  
Edinburg, Texas 78539

Phone: 956-316-2610  
Fax: 956-316-2612  
E-mail: [jrcisneros@panam.edu](mailto:jrcisneros@panam.edu)

**NEW YORK REGION**

**New York National Enterprise Center:**

26 Federal Plaza  
Room 3720  
New York, NY 10278  
Phone: 212-264-3262  
Fax: 212-264-0725  
E-mail: [nyro-info@mbda.gov](mailto:nyro-info@mbda.gov)

**Philadelphia Regional Enterprise Center:**

600 Arch Street  
Suite 10128  
Philadelphia, PA 19106  
Phone: 215-861-3597  
Fax: 215-861-3595

**MINORITY BUSINESS DEVELOPMENT  
CENTERS (MBDCs)**

**Manhattan/Bronx MBDC**

350 5th Ave.  
Suite 2202  
Phone: 212-947-5351  
Fax: 212-947-1506  
E-mail: [lkelsey@manhattan-bronx-mbdc.org](mailto:lkelsey@manhattan-bronx-mbdc.org)  
Secondary E-mail: [mbmbdc@banet.net](mailto:mbmbdc@banet.net)

**New Jersey Statewide MBDC**

744 Broad St.,  
Suite 2001  
Newark, NJ 07102  
Phone: 973-297-1142  
Fax: 973-297-1439  
E-mail: [mgreene@newjersey-mbdc.com](mailto:mgreene@newjersey-mbdc.com)

**Pennsylvania Statwide MBDC**

4548 Market Street  
Philadelphia, PA 19139  
Phone: 215-895-4005  
Fax: 215-895-4001  
E-mail: [dieterl@theenterprisecenter.com](mailto:dieterl@theenterprisecenter.com)

**Queens/Brooklyn MBDC**

90-33 160th St.  
Jamaica, NY 11432  
Phone: 718-206-2255  
Fax: 718-206-3693  
E-mail: [jbrc@jbrc.org](mailto:jbrc@jbrc.org)

**Williamsburg (Brooklyn) MBDC**

12 Heyward St.  
Brooklyn, NY 11211  
Phone: 718-522-5620  
Fax: 718-522-5931  
E-mail: [charnas@odabdc.org](mailto:charnas@odabdc.org)



**Washington (DC) Metro MBDC**

733 15th St., NW  
Suite 540  
Washington, DC 20005  
Phone: 202-628-8866  
Fax: 202-628-9800  
E-mail: [rtaylor@ncrc.org](mailto:rtaylor@ncrc.org)

**MINORITY BUSINESS OPPORTUNITY  
COMMITTEES (MBOCs)****National Capital MBOC**

4640 Forbes Boulevard,  
Suite 200  
Lanham, MD 20706  
Phone: 301-429-2168  
Fax: 301-429-8762  
E-mail: [nshaw@pgcedc.com](mailto:nshaw@pgcedc.com)

**SAN FRANCISCO REGION****San Francisco National Enterprise Center**

221 Main Street  
Room 1280  
San Francisco, CA 94105  
Phone: 415-744-3001  
Fax: 415-744-3061  
E-mail: [sfro-info@mbda.gov](mailto:sfro-info@mbda.gov)

**Los Angeles Regional Enterprise Center**

Pasadena Office Tower  
150 South Los Robles Avenue  
Suite 460  
Pasadena, California 91101  
Phone: 626-768-1015  
Fax: 626-768-1020

**MINORITY BUSINESS DEVELOPMENT  
CENTERS (MBDCs)****LA Metro**

3550 Wilshire Blvd.,  
Suite 905  
Los Angeles, CA 90010  
Phone: 213-368-1450  
Fax: 213-368-1451  
E-mail: [rswamy@usc.edu](mailto:rswamy@usc.edu)

**Honolulu MBDC**

Executive Centre  
1088 Bishop Street,  
Suite 2506  
Honolulu, Hawaii 96813  
Phone: 808-521-6221

Fax: 808-524-3313  
E-mail: [info@mbdc-honolulu.com](mailto:info@mbdc-honolulu.com)

**Washington Statewide MBDC**

Opening Soon!  
Phone: 206-324-4330

**Central/Northern CA MBDC**

11075 Santa Monica Blvd.,  
Los Angeles, CA 90025  
Phone: 310-575-1100  
Fax: 310-575-1121  
E-mail: [sevens@bizresourcegroup.com](mailto:sevens@bizresourcegroup.com)

**Inland Empire MBDC**

4301 East Valley Blvd.,  
Los Angeles, CA 90032  
Phone: 323-269-0751  
Fax: 323-266-4326  
E-mail: [arodriguez@charo.com](mailto:arodriguez@charo.com)

**Arizona Statewide MBDC**

255 East Osborn Road, Suite#202  
Phoenix, AZ 85012  
Phone: 602-248-0007  
Toll free: 1-800-428-7299  
Fax: 602/279-8900  
Web: [www.azmbdc.org](http://www.azmbdc.org)

**NATIVE AMERICAN BUSINESS  
DEVELOPMENT CENTERS (NABDCs)****Arizona Statewide NABDC**

953 East Juanita Ave.  
Mesa, AZ 85204  
Phone: 480-545-1298 x246  
Fax: 480-545-4208

**California Statewide NABDC**

11138 Valley Mall, Suite 200  
El Monte, CA 91731  
Phone: 626-442-3701  
Fax: 626-442-7115  
E-mail: [nschamders@ncaied.org](mailto:nschamders@ncaied.org)

**Northwest NABDC**

815 NE Northgate Way,  
2nd floor  
Seattle, WA 98125  
Phone: 206-365-7735  
Fax: 206-365-7764  
E-mail: [ncaiedmg@aol.com](mailto:ncaiedmg@aol.com)



## **DOD Procurement Technical Assistance Program**

The Department of Defense Procurement Technical Assistance (DoD PTA) program was established by Congress in the FY 1985 DoD Authorization Act to assist state and local governments and other private nonprofit entities in establishing or maintaining PTA activities to help business firms market their goods and services to the DoD. In FY 1991, the PTA program was extended to offer assistance to firms wishing to market any Federal agency.

The PTA centers are funded by the DoD Defense Logistics Agency (DLA) and local or state funding, and for the most part, the services are free to businesses.

Cooperative agreement awards are made and administered by the Defense Contract Management District (DCMD) Small Business Offices. All awards are made competitively for a twelve- month period unless extended.

PTA centers are on the local scene, and give day to day professional guidance and assistance to business firms who wish to market their products and/or services to Federal agencies. The assistance is provided through telephone calls, correspondence, or personal discussions.

The PTA services include, but are not limited to, providing advice and assistance regarding marketing opportunities or technical assistance in areas such as:

- (A) Matching the firm's products and/or services with that being purchased by Federal agencies;
- (B) Obtaining specifications;
- (C) Preparing requests to be placed on solicitation mailing lists;
- (D) Preparing offers; and
- (E) Providing post award assistance in areas such as production, quality system requirements, finance, engineering and transportation.
- (F) Distribution of publications and referring firms to other sources for advice and assistance.

### **For further information on the PTA program contact:**

The Defense Logistic Agency's OSDDBU Office  
Phone: 703-277-7750  
Fax: 703-352-8195  
Website: <http://www.dla.mil/db/procurem.htm>.



# OSDBU DIRECTORS

[www.osdbu.gov](http://www.osdbu.gov)

## Department of Defense

Frank Ramos  
1777 North Kent St.  
Suite 9100  
Arlington, VA 22209  
Telephone: (703) 588-8631  
FAX: (703) 588-7561  
Web: [www.acq.osd.mil/sadbu](http://www.acq.osd.mil/sadbu)

## Department of the Air Force

Joseph Diamond  
The Pentagon, SASSB 1060 Air Force  
Washington, DC 20330-1060  
Telephone: (703) 696-1103  
FAX: (703) 614-1170  
Web: [www.selltoairforce.org](http://www.selltoairforce.org)

## Department of the Army

Tracey L. Pinson  
The Pentagon  
Room 3B514  
5810 Washington, DC 20310-0106  
Telephone: (703)697-2868  
FAX: (703) 693-3898  
[www.sellingtoarmy.info](http://www.sellingtoarmy.info)

## Defense Logistics Agency

Thomas D. Ray  
8725 John J. Kingman Road, DB Room 1127  
Fort Belvoir, VA 22060-6221  
Telephone: (703) 767-1662  
FAX: (703)767-1670  
Web: [www.dla.mil/db/db](http://www.dla.mil/db/db)

## Department of the Navy

Nancy Tarrant  
720 Kennon Street, SE - #207, Bldg. 36  
Washington, DC 20374-5015  
Telephone: (202) 685-6485  
FAX: (202) 685-6865  
Web: [www.hq.navy.mil/sadbu](http://www.hq.navy.mil/sadbu)

## Defense Information Systems Agency (DISA)

701 S. Courthouse Road,  
D04 Room 1108B  
Arlington, Virginia 22204  
Telephone: (703) 607-6436  
FAX: (703) 607-4173  
Web: [www.disa.mil/main/sadbu.html](http://www.disa.mil/main/sadbu.html)

## Department of Agriculture

James House  
14th & Independence Avenue, SW  
Room 1566, South Building  
Washington, DC 20250-9501

Telephone: (202) 720-7117  
FAX: (202) 720-3001  
Web: [www.usda.gov/osdbu](http://www.usda.gov/osdbu)

## Department of Commerce

14th & Constitution Avenue, NW  
Room H-6411  
Washington, DC 20230  
Telephone: (202) 482-1472  
FAX: (202) 482-0501  
Web: [www.osec.doc.gov/osdbu](http://www.osec.doc.gov/osdbu)

## Department of Education

400 Maryland Avenue, SW  
Room 3082, ROB #3  
Washington, DC 20202-0521  
Telephone: (202)708-9820  
FAX: (202) 401-6477  
Web: [www.ed.gov/offices/ODS](http://www.ed.gov/offices/ODS)

## Department of Energy

Theresa Speake  
Director, OSDBU  
1000 Independence Avenue, SW, Rm 5B-148  
Washington, DC 20585  
Telephone: (202) 586-7377  
FAX: (202) 586-5488  
Web: [smallbusiness.doe.gov](http://smallbusiness.doe.gov)

## Department of Health and Human Services

Debbie Ridgley  
200 Independence Avenue, SW  
Room 360G – HHH Building  
Washington, DC 20201  
Telephone: (202) 690-7300  
FAX: (202) 260-4872  
Web: [www.hhs.gov/OSDBU](http://www.hhs.gov/OSDBU)

## Department of Homeland Security

Kevin Boshears  
Room 3514  
Washington, DC 20528  
Telephone: (202) 205-0050  
FAX: (202) 777-8467  
Web: [http://www.dhs.gov/interweb/assetlibrary/OSDBU\\_Office2-04.doc](http://www.dhs.gov/interweb/assetlibrary/OSDBU_Office2-04.doc)

## Department of Housing and Urban Development

Valerie T. Hayes, Acting  
451 7th Street, SW, Room 3130  
Washington, DC 20410  
Telephone: (202) 708-1428  
FAX: (202) 708-7642  
Web: [www.hud.gov/offices/osdbu](http://www.hud.gov/offices/osdbu)

## Department of the Interior





1849 C Street, NW, Room 5070  
Washington, DC 20240  
Telephone: (202) 208-3493  
FAX: (202) 219-2131  
Web: [www.doi.gov/OSDBU](http://www.doi.gov/OSDBU)

**Department of Justice**

1331 Pennsylvania Avenue, NW  
National Place Bldg, Rm 1010  
Washington, DC 20530  
Telephone: (202) 616-0521  
FAX: (202) 616-1717  
[www.usdoj.gov/jmd/OSDBU](http://www.usdoj.gov/jmd/OSDBU)

**Department of Labor**

Jose (Joe) A. Lira  
200 Constitution Avenue, NW  
Room C 2318  
Washington, DC 20210  
Telephone: (202) 693-6460  
FAX: (202) 693-6485  
[www.dol.gov/osbp/welcome.html](http://www.dol.gov/osbp/welcome.html)

**Department of State**

Durie White  
Bldg SA6 Room L-500  
Washington, DC 20522  
Telephone: (703) 875-6822

**Other Independent Agencies**

**Agency for International Development**

Marilyn S. Marton  
Ronald Reagan Building,  
Rm. 7.8-E  
1300 Penn Ave., NW,  
Washington, DC 20523-7800  
Telephone: (202) 712-1500  
FAX: (202) 216-3056  
Web: [www.usaid.gov/business/small\\_business](http://www.usaid.gov/business/small_business)

**Environmental Protection Agency**

1200 Pennsylvania Ave. NW  
Mail Code 1230A  
Washington, DC 20460  
Telephone: (202) 564-4100  
Fax: (202) 501-0756  
Web: [www.epa.gov/osdbu](http://www.epa.gov/osdbu)

**Federal Emergency Management Agency**

Matt Jadacki, Acting CFO  
500 C Street, SW, Room 350  
Washington, DC 20472  
Telephone: (202) 646-2500  
FAX: (202) 646-3846  
Web: [www.fema.gov/ofm](http://www.fema.gov/ofm)

**Federal Trade Commission**

Jean Sefchick

FAX: (703) 875-6825  
Web: <http://www.state.gov/m/a/sdbu>

**Department of the Treasury**

Jackie Barber, Acting  
1500 Pennsylvania Ave., NW  
Mail Code: 655 15th/6093  
Room 400  
Washington, DC 20220  
Telephone: (202) 622-8213  
FAX: (202) 622-4963  
Web: <http://www.ustreas.gov/offices/management/dcfo/OSDBU>

**Department of Transportation**

Denise Rodriguez-Lopez  
400 7th Street, SW, Room 9414  
Washington, DC 20590  
Telephone: (202) 366-1930  
Toll Free: (800) 532-1169  
FAX: (202) 366-7228  
Web: [osdbuweb.dot.gov](http://osdbuweb.dot.gov)

**Department of Veterans Affairs**

Scott Denniston  
810 Vermont Avenue, NW  
Washington, DC 20420  
Telephone: (202) 565-8124  
FAX: (202) 565-8156  
Web: [www.va.gov/osdbu](http://www.va.gov/osdbu)

6th & Pennsylvania Avenue, NW  
Room H-700  
Washington, DC 20580  
Telephone: (202) 326-2258  
FAX: (202) 326-3529  
Web: [www.ftc.gov/procurement](http://www.ftc.gov/procurement)

**General Service Administration**

Felipe Mendoza  
1800 F Street NW  
Room 60290  
Washington, DC 20405  
Telephone: 202-501-1021  
FAX: 202-208-5938  
Web: [www.gsa.gov](http://www.gsa.gov)

**National Science Foundation**

Donald Senic  
Room 550  
4201 Wilson Blvd  
Arlington, VA 22230  
Telephone: (703) 292-7082  
FAX: (703) 292-9056  
Web: [www.nsf.gov/home/about/contracting/index.cfm](http://www.nsf.gov/home/about/contracting/index.cfm)





**National Aeronautics and Space Administration**  
Headquarters Code K, Room 9K 70  
300 E Street, SW  
Washington, DC 20546  
Telephone: (202) 358-2088  
FAX: (202) 358-3261  
Web: [www.hq.nasa.gov/office/codek](http://www.hq.nasa.gov/office/codek)

### **Miscellaneous Agencies**

**Corporation for National and Community Service**

Office of Procurement Services  
1201 N.Y. Ave., NW Suite 6100  
Washington, DC 20525  
Telephone: (202) 606-5000 ext. 114  
FAX: (202) 565-2777

**Export-Import Bank of the U.S.**

Mark Pitra  
811 Vermont Avenue, NW, Rm 1020  
Washington, DC 20571  
Telephone: (202) 565-3946  
FAX: (202) 565-3931

**Executive Office of the President**

Sandra Evans  
725 17th Street, NW, Room 5001  
Washington, DC 20503  
Telephone: (202) 395-7669  
FAX: (202) 395-3982

**Federal Communications Commission**

445 12th St. SW, Room 1-A-524  
Washington, DC 20554  
Telephone: (202) 418-1952  
FAX: (202) 418-0237

**Minority Business Development Agency**

Ronald N. Langston  
1401 Constitution Avenue, NW  
Washington, DC 20230  
Telephone: (888) 324-1551  
Contact Person, OSDBU  
Small Business Program

**Nuclear Regulatory Commission**

Mail Stop T2 F-18  
Washington, DC 20555  
Telephone: (301) 415-7160

**Office of Federal Procurement Policy**

725 17th Street, NW, Room 352  
Washington, DC 20503  
Telephone: (202) 395-5802

**Office of Personnel Management**

1900 E Street, NW, Room 5542  
Washington, DC 20415  
Telephone: (202) 606-2180  
FAX: (202) 606-1464

FAX: (202) 395-3242

Web:

<http://www.whitehouse.gov/omb/procurement/>

**George Mason University**

Amy Erwin  
Procurement Technical Assistance  
Center Program  
Mason Enterprise Center  
4031 University Drive, Suite 200  
Fairfax, VA 22030  
Telephone: (703) 277-7757  
FAX: (703) 352-8195

**U.S. Postal Service**

Janice William Hopkins  
475 L'Enfant Plaza West, SW  
Room 3821  
Washington, DC 20260-6204  
Telephone: (202) 268-4633  
FAX: (202) 268-4012  
Web: [www.usps.gov](http://www.usps.gov)

**R. R. Retirement Board**

Paul T. Ahern  
844 N. Rush Street  
Chicago, IL 60611-2092  
Telephone: (312) 751-4565  
FAX: (312) 751-4923  
Web: [www.rrb.gov](http://www.rrb.gov)

**Smithsonian Institution**

Rudy D. Watley  
P O Box 37012  
VB RM 8100 MRC 921  
Washington, DC 20013  
Telephone: (202) 275-0157  
Web: <http://www.si.edu/oeema/sdbu.htm>

**Tennessee Valley Authority**

1101 Market Street  
WR3J-C  
Chattanooga, TN 37402-2801  
Telephone: (423) 751-7203  
FAX: (423) 751-7613



## **Small Business Administration's (SBA), Procurement Center Representatives (PCR)**

The Small Business Administration (SBA) may assign one or more procurement center representatives to any contracting activity or contract administration office to carry out SBA policies and programs. Assigned SBA procurement center representatives are required to comply with the contracting agency's directives governing the conduct of contracting personnel and release of contract information.

### **Roles and Responsibilities**

PCR review proposed acquisitions to recommend set-asides not unilaterally set-aside by the CO. Contracting Officer (CO's) shall give the SBA/PCR access to all reasonably obtainable contract information.

PCR works closely with the Small Business Specialist and Program Office Personnel.

Assists in developing appropriate language for solicitation for small business considerations.

Provides oversight, recommendations and advice on the acquisition process in both pre and post award situations.

Recommends newly qualified small, small disadvantaged, 8(a), women-owned, HUBZone, veteran-owned and service-disabled veteran-owned business sources to Federal Agencies seeking their type of service or product.

### **Small Business Administration (SBA), Procurement Center Representatives (PCR) Listing**

David Loines  
Deputy Area Director/GC Area II (Acting)  
Small Business Administration  
Office of Government Contracting  
409 3rd St., SW, 8th Floor  
Washington, DC 20416  
Phone: (202) 205-7311  
Fax: (202) 205-7326  
E-mail: [david.loines@sba.gov](mailto:david.loines@sba.gov)

Deborah Diggs, CMR  
SBA Representative  
1110 Vermont Ave., Suite 950  
Washington, D.C. 20416  
Phone: (202) 606-4000, ext. 234  
Fax: (202) 606-4229  
E-mail: [deborah.diggs@sba.gov](mailto:deborah.diggs@sba.gov)

Peter Zahirieh, TPCR  
SBA Representative  
Department of Agriculture  
1400 Independence Ave., SW  
Room 1566 - Stop# 9501  
Washington, DC 20250-9501  
Phone: (202) 720-7117  
Fax: (202) 720-3001  
E-mail: [shahrokh.zahirieh@usda.gov](mailto:shahrokh.zahirieh@usda.gov)

Michael Kilyk, TPCR  
SBA Representative  
National Aeronautics & Space Administration

Goddard Space Flight Center  
Building 17 - Code 213, Rm. S124  
Greenbelt, MD 20771  
Phone: (301) 286-4378  
Fax: (301) 286-1747  
E-mail: [bkilyk@pop200.gsfc.nasa.gov](mailto:bkilyk@pop200.gsfc.nasa.gov)

Rhonda Anderson, TPCR  
SBA Representative  
Department of Energy  
1000 Independence Avenue, SW, Code HR-562  
Washington, DC 20585  
Phone: (202) 287-1411  
Fax: (202) 287-1451  
E-mail: [rhonda.anderson@hq.doe.gov](mailto:rhonda.anderson@hq.doe.gov)

Amable (Mitch) Ocampo, TPCR  
SBA Representative  
Naval Sea Systems  
Command Code 02K/SBA  
Rm. 5W-2632  
1333 Isaac Hull Avenue, SE  
Washington, DC 20376  
Phone: (202) 781-3966  
Fax: (202) 781-4772  
E-mail: [ocampomp@navsea.navy.mil](mailto:ocampomp@navsea.navy.mil)

Douglas Smith, TPCR  
SBA Representative  
General Services Administration / FSS  
1941 Jefferson Davis Hwy. - Room L 108B



Arlington, VA 22202  
Phone: (703) 625-1801  
Fax: (703) 305-3783  
E-mail: [dougl.smith@gsa.gov](mailto:dougl.smith@gsa.gov)

Annette Merrion, TPCR  
SBA Representative  
Department of Transportation/OSDBU  
Room 9414  
400 7th Street, SW  
Washington, DC 20590  
Phone: (202) 366-9412  
Fax: (202) 366-7538  
E-mail: [annette.merrion@dot.gov](mailto:annette.merrion@dot.gov)

Malda Brown  
SBA Representative

Department of Health and Human Services  
200 Independence Ave., S.W.  
Room 517D  
Washington, D.C. 20201  
Phone: (301) 827-7224  
Fax: (301) 827-7228  
E-mail: [mbrown@oc.fda.gov](mailto:mbrown@oc.fda.gov)

Kyle Groome, TPCR  
SBA Representative  
Department Of the Treasury  
1500 Penn Ave., N.W.  
MC 1310G - 400W Washington, D.C. 20220  
Phone: (202) 622-4957  
Fax: (202) 622-4963  
E-mail: [kyle.groome@do.treas.gov](mailto:kyle.groome@do.treas.gov)



## Frequently Asked Questions of the U.S. Department of Transportation (DOT) Office of Small and Disadvantaged Business Utilization (OSDBU)

### 1. *What is the Office of Small and Disadvantaged Business Utilization (OSDBU) website address?*

<http://osdbu.dot.gov>

### 2. *How do I market my services to the U.S. Department of Transportation (DOT)?*

We suggest that you look in the section of the *Marketing Information Package* or *Contracting with DOT* that describes what each operating administration does. You can then contact the small business specialist and the simplified acquisition specialist for any of the operating administrations that pertain to your line of business.

### 3. *Where can I find information on contracting opportunities with the DOT?*

There are many sources that provide such contracting information. The following three are good examples of sources we believe will provide valuable information on contracting opportunities with the DOT:

A) *Federal Business Opportunities (FedBizOpps)* is located at [www.fedbizopps.gov](http://www.fedbizopps.gov). FedBizOpps allows you to search federal procurement opportunities, including those that come out of the US DOT, and receive automatic email announcements on those same procurements as soon as they are announced. This is the primary location to hear about DOT contract opportunities.

B) DOT publishes annually, a *Procurement Forecast* of contract opportunities that are anticipated to come out in the next fiscal year. The current fiscal year Procurement Forecast is posted on OSDBU web site in a searchable format at

<http://osdbu.dot.gov/OSDBUSERVICES/PROCUREMENTFORECAST/tabid/101/Default.aspx>.

Also, as background, Public Law 100-656, Section 501 requires that the Department of Transportation (DOT), along with other Federal agencies make available its Procurement Forecast to the Small Business Administration and to interested business owners. The forecast is for informational and marketing purposes only and does not constitute a specific offer or commitment by the DOT to fund in whole or in part any of the procurements referenced herein. The forecast listing is not intended to be all-inclusive. The "Related Links" section of the OSDBU web site at : <http://osdbu.dot.gov/Default.aspx?tabid=81> has hyperlinks to other federal government OSDBUs.

C) The "Contracting Opportunities" section of the OSDBU web site also contains a listing of hyperlinks to Federal and State DOT web sites, and more specifically the sections of those sites that pertain to contracting information. This listing is on the OSDBU website at:

<http://osdbu.dot.gov/OSDBUSERVICES/CONTRACTINGOPPORTUNITIES/tabid/241/Default.aspx>.

### 4. *Where can I find information concerning the DBE program?*

There is a large section on the OSDBU web site that is dedicated to information on the DBE program. An overview of the DBE program is located at: [http://osdbu.dot.gov/business/dbe/Whats\\_DBE\\_program.cfm](http://osdbu.dot.gov/business/dbe/Whats_DBE_program.cfm).

### 5. *How do I become certified as a Disadvantaged Business Enterprise (DBE)?*

You can become certified as a DBE through your state's Department of Transportation. Contact information on state DBE officials are posted on the OSDBU web site at:

[http://osdbu.dot.gov/business/dbe/dbe\\_program.cfm](http://osdbu.dot.gov/business/dbe/dbe_program.cfm).

### 6. *How can I be put on your vendor's list?*

OSDBU does not maintain a vendor's or a bidder's list for the DOT. However, you may wish to check with the individual DOT operating administrations (OA) on this issue. For example, the FAA does have a small business registration database named SourceNet that is available at:

<http://www.sbo.faa.gov/sbo/source.asp>

We encourage all small businesses to register with the Central Contractor Registration (CCR) database. CCR is the primary vendor database for the Federal government. Central Contractor Registration (CCR) located at: <http://www.ccr.gov>



All DOT contracts contain (FAR) 48 CFR 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration in lieu of (FAR) 48 CFR 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration and 52.232-35, Designation of Office for Government Receipt of Electronic Funds Transfer Information. This means contractors receiving payments under DOT contracts, purchase orders, delivery orders, or other contractual vehicles must be registered in the CCR. The EFT information in the CCR must be accurate in order for contractors' invoices or contract financing requests to be considered proper invoices for the purpose of prompt payment under DOT contracts.

Your firm needs a DUNS number in order to register in the CCR. If your firm does not have a DUNS number, then contact Dun & Bradstreet, Inc. at (800) 333-0505 or [www.dnb.com](http://www.dnb.com) to obtain the free nine-digit identification number.



## RELATED INTERNET SITES

### North American Industry Classification System

<http://www.census.gov/epcd/www/naics.html>

The official **2002 US NAICS Manual** North American Industry Classification System--United States, 2002 includes definitions for each industry, tables showing correspondence between 2002 NAICS and 1997 NAICS for codes that changed, and a comprehensive index--features also available on this web site. To order the 1400-page 2002 Manual, in print, call NTIS at (800) 553-6847 or (703) 605-6000, or check the NTIS web site. The 1250-page 1997 Manual, showing correspondence between 1997 NAICS and 1987 SIC, is also available. The 2002 and 1997 versions of NAICS are available on CD-ROMs, which can be ordered at NTIS.

[http://wifcon.com/st\\_sites.htm](http://wifcon.com/st_sites.htm)

Above site provides direct access to 50 state and District of Columbia contracting sites, 44 city sites, and 67 county sites.

### Federal Acquisition Regulations (FAR)

<http://wifcon.com/osdbu.htm>

This is a great site for understanding how Federal Acquisition Regulations (FAR) are used and applied in day to day business of federal government contracting. Read the experts interpretations and insights concerning rules and regulations and see why having an understanding of the FAR is essential to being a successful service/construction contractor.

### Small Business Administration (SBA)

[www.sba.gov](http://www.sba.gov)

Created in 1953, the Small Business Administration (SBA) mission is to aid, counsel, assist, and protect the interests of small business concerns. SBA provides a number of program offices for the small business community. In the area of federal contracting, SBA advocates, facilitates, and works to create an environment for the maximum practicable participation by small, small disadvantaged, and small woman-owned businesses, in contracts awarded by the U.S. Government and subcontracts awarded by its large prime contractors. This is the mission of SBA's Office of Government Contracting. SBA's 8(a) Business Development Program and Small Disadvantaged Business Certification Program also assist socially and economically disadvantaged business persons. In addition to its main offices in Washington, D. C., SBA's services can be accessed through a network of offices and SBA provides a useful map that identifies these offices and services.

<http://www.wifcon.com/forumarchive.htm>

The Wifcon Forum Archives include discussions about contracting and federal assistance dating back to the year 2000. They are grouped into 6 broad topic areas, eg. Construction Contracting, Contract Administration, etc., (in light gray lines) and these are the links to the topic area, discussion area, and individual discussions. Under each topic, there are discussion areas (eg., under Construction Contracting, there are Architect - Engineer Contracting, Bonds, and Construction Issues). These discussion areas include the names of several threads of discussions and provide hyperlinks to the discussion threads.

